

What will happen to the Needs Assessment Report?



The Assessment Centre will send the report to you for your approval before sending it to your funding authority, who will then consider the recommendations. With your permission they will also send a copy to the Disability Office so that we can help you to access the support which is recommended.

Decision from the funding authority

Your funding authority will write to you outlining which recommendations they have approved, and advise on how to purchase any approved equipment and how to set up any other support. They will usually advise you to contact us at the Disability Office to get further help with this.

Further information and support

Up-to-date information about DSA can be found here:
<https://www.gov.uk/disabled-students-allowances-dsas>

If you would like to discuss how to access the support at your University recommended in your Needs Assessment, please contact them using details below. Please also see webpages for further information on the support the University can provide for you during your studies.

De Montfort University

0116 2507595

disability@dmu.ac.uk

www.dmu.ac.uk/study/undergraduate-study/student-support/student-support

Loughborough University

01509 222770

disability@lboro.ac.uk

www.lboro.ac.uk/services/

University Of Leicester

0116 252 5002

accessible@le.ac.uk

www2.le.ac.uk/offices/

[accessibility](#)

NNCO

National Networks
for Collaborative
Outreach



How to apply for the Disabled Students' Allowance (DSA)

Guidance notes



REACH In partnership with:
De Montfort University
University of Leicester
Loughborough University

What is Disabled Students Allowance (DSA)?



DSA is a targeted grant that can pay for extra study related costs you may incur at university as a result of a disability (physical or sensory), long term medical condition (e.g. diabetes, CFS, Crone's disease), Specific Learning Difference (e.g. dyslexia, ADHD), mental health issue or Autistic Spectrum Condition (e.g. Asperger's Syndrome). Support could include:

- Equipment such as voice recorders and specialist software.
- Non medical human support from support workers e.g. note-takers, mentors, study skills tutors.
- General allowance for miscellaneous expenditure not covered by the other allowances.
- Extra travel costs because of your disability.

The application process is the same for all universities so we encourage you to apply for DSA at the same time as your student loan, even if you don't know where you will be studying, to ensure support is ready for when your studies begin.

Am I eligible for DSA?

DSA is aimed at disabled students as defined under the Equality Act (2010), and you will need up-to-date evidence of your disability for your application. For further information about acceptable evidence can found here:

[Evidence required for DSA applications](#)

Please note any fees for acquiring evidence or undertaking assessment are not covered by DSA.

You must also be an undergraduate or postgraduate student (including distance learning), qualify for student finance from a British funding body, and be studying on a course that lasts at least a year.



How do I apply for DSA?



You can apply for DSA at the same time as student loans, but if you are not applying for financial help then contact your funding authority (which differs depending on where you live; for instance SFE for English students) asap and ask to apply for DSA. Your funding authority will ask you to complete and submit an application form accompanied by the evidence.

You can also apply for DSA at any time during your studies, although restrictions may apply to final year and placement students.

Arranging a Needs Assessment

After your funding authority have received and processed your DSA application, they will write to you asking you to make an appointment for a Needs Assessment. The assessment will normally take place at an Access Centre - your funding authority may refer you to a particular centre in your area, or visit the National Network of Assessment Centres website for a list at; <http://www.nnac.org/students/findcentre.php>. Alternatively, contact your University if you need any assistance arranging the appointment.

What will happen during the Needs Assessment?

You will meet with a Needs Assessor who has expertise in identifying study related support for disabled students. Your assessor will discuss computer software, equipment and study strategies which should help you study more effectively. They will also discuss your learning styles, preferences and consider the course you will be studying. The assessor will then write a report which states their recommendations for your support at university.

