

# The Disabled Students' Allowances Application Process

## HAVE YOU COMPLETED THE DSA1 FORM?

If not, visit [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

## “This is YOUR DSA Funding for YOUR Support”

### 1. To begin the DSA application process

Disability Advice and Support will send a copy of your Educational Psychologist Assessment /medical evidence to your Funding Provider.

### 2. Approval for the Assessment of Needs

When your Funding Provider has received your Educational Psychologist Assessment/medical evidence they will write to you giving permission for you to arrange an **Assessment of Needs**.

This is an independent assessment to identify the disability related support you need to help you with your studies.

### 3. Arranging the Assessment of Needs

Disability Advice and Support can arrange the **Assessment of Needs** for you. At DMU we refer students to the Open University; the assessment takes place at Student Services.

To arrange the assessment you must provide us with a copy of the letter from your Funding Provider.

### 4. What's next?

The Assessment Centre will contact you to arrange an appointment for the **Assessment of Needs**.

Arrive promptly for the assessment, if you are unable to attend please contact the Assessment Centre prior to the assessment.

### 5. After the Assessment of Needs

You will receive a draft copy of your report. You will need to check that the recommended support and equipment is correct.

It is essential for you to give consent for us to have a copy of the report, if you require our assistance to arrange your support.

### 6. Your DSA Approval

Your Funding Provider will write to you to approve the equipment and support. We can help and advise you with ordering your equipment and arranging your support if required. You must provide us with a copy of the DSA approval letter from your Funding Provider.

Disability Advice and Support in Student Services are here to help you, call in for an 'Ask Here' appointment, Monday to Friday, 9am – 5pm  
email: [disability@dmu.ac.uk](mailto:disability@dmu.ac.uk) or telephone 0116 2577595