



DISABLED STUDENTS' ALLOWANCE

Advice for UCW students with disabilities, mental health conditions or learning difficulties.



UNIVERSITY
CENTRE
WESTON

If you are currently on a higher education course and have a disability, mental health condition or specific learning difficulty (SpLD), you may be entitled to a Disabled Students' Allowance (DSA).

Any support you receive will be calculated based upon your needs, not your income. DSA does not have to be repaid.

DSA can be used to pay for any additional support, equipment or resources you may require, for example:

- Specialist equipment or computer software.
- A one-to-one study skills tutor.
- Non-medical helpers.
- Any extra travel fees you have to pay because of your disability.

DSA does not cover costs that any student may have or any disability-related costs that are unconnected with higher education.

Please complete the following process to apply for DSA.

EVIDENCE

If you already have evidence of your disability or mental health condition, or a full diagnostic assessment of your SpLD carried out after your 16th birthday, send the documentation with your DSA application form to Student Finance England (see the next section).

Don't worry if you do not have post-16 evidence of your SpLD. You will undertake a Quickscan assessment as part of the enrolment process in September. Your results will be sent to our Learning Support Team who will then contact you if further testing is required.

If after further testing you then need to undergo a full diagnostic assessment, UCW's Learning Support Team will also help you arrange this.

APPLY FOR DSA

The application form for DSA can be downloaded from www.gov.uk/student-finance-forms or provided by the Learning Support Team.

Send your completed application form, along with your diagnostic report or evidence of your disability or mental health condition, to **Student Finance, PO Box 210, Darlington DL1 9HJ**.

Once your application has been approved, Student Finance England will ask you to arrange a Needs Assessment.

NEEDS ASSESSMENT

You will have to attend a Needs Assessment at an assessment centre. Contact Associates offers appointments in Bristol, Bath and Taunton. You can book an appointment by phoning **01823 273 060** or emailing admin@contact-associates.co.uk.

You will need to bring a copy of your report and the evidence of your DSA entitlement from Student Finance England to your Needs Assessment.

The Needs Assessment will typically last between two and three hours. You will discuss with your assessor what equipment and resources are most suitable for your particular learning needs and also how much additional support you will require during your course.

RECEIVING YOUR DSA

Following your Needs Assessment, you will receive a draft report from the assessment centre.

Once you have verified the contents of the report, it will be sent to Student Finance England and the Learning Support Team.

You will then receive a letter from Student Finance England confirming the details of your allowance and who to contact to arrange the purchase and delivery of your equipment.

ADDITIONAL UCW SUPPORT

UCW can provide interest-free loans repayable over your first year of study to help you buy computer equipment. Up to £1,250 can be borrowed if you require a Mac, but loans of around £200 are generally made for those needing a Windows computer.

Please contact the UCW Learning Support Team using the contact information on the back of this leaflet if you require more information.

LEARNING SUPPORT

TEAM

Winter Gardens room 020

Knightstone Campus room 303

Loxton Campus room C109

01934 411 558

07891 618 057

support@ucw.ac.uk

HEART TEAM

Winter Gardens room 017

Loxton Campus A125

SWSC Future Tech Centre
room 005 (mondays only)

01945 411 403

HEART@ucw.ac.uk



Weston College **Group**