

## Applying for Disabled Students' Allowance (DSA)

- If a student has a long-term disability and as a result of that disability they are obliged to incur additional expenditure in connection with their studies, they may be eligible for extra allowances, known as Disabled Students' Allowance (DSA). All Research Council funded students are eligible for these allowances.
- Disabled Students' Allowance covers costs relating to additional general expenses, items of equipment, or non-medical assistance during the term of a studentship.
- Research Councils will consider meeting only those costs that are incurred directly and solely as a consequence of taking up a studentship to pursue postgraduate study.
- If applying for Disabled Students' Allowance, a student or Research Organisation should not commit to any expenditure relating to the claim until the Research Council has sent a formal agreement of the amount of support that it will provide. Research Councils will not fund retrospectively for equipment already purchased.

Note to students - what you need to do:

- 1) You should contact the disability co-ordinator at your Research Organisation before applying for the disabled students' allowance.
- 2) You should discuss and agree your needs with your co-ordinator. They may recommend you undertake a needs assessment at a recognised Access Centre which should be undertaken as soon as possible and before the application for support is submitted. The cost of the assessment will be met by the Research Council.
- 3) Even if you have a previous Needs Assessment your co-ordinator may recommend a new assessment if your needs are likely to have changed and /or the nature of your postgraduate study necessitates different requirements.
- 4) If your disability co-ordinator does not consider it necessary for you to undertake a full needs assessment they may still make recommendations for any support that you require complete with a detailed breakdown of costs.
- 5) This form must be completed in full, including exact quotes for all costs, by your Research Organisation disability co-ordinator. They are responsible for submitting it to the relevant Research Council who will then agree what allowance is payable.
- 6) The completed form should be returned *along with any supporting documents* to the relevant studentships contact in the Research Council that is sponsoring the studentship.
- 7) Note that ESRC sponsored students are not required to complete and submit an application for DSA to the Research Council. The ESRC student liaison officer and the Disability Coordinator for your Research Organisation will be able to advise further on the process.

# Application for Disabled Students' Allowance (DSA)

## Section 1 – For completion by the Disability Support Office

Name of student:  
(BLOCK CAPS)

Research Council:

Studentship no. (if applicable):

Research Council Training Grant ref. (if applicable):

Research Organisation:

Department:

Course Title/Programme of Study:

Start Date of Funding:  Day  Month  Year

Expected End Date of Funding:  Day  Month  Year

Mode of Study:  Full-time  Part-time

Disability Support Office contact details:

|            |            |
|------------|------------|
| Name:      | Telephone: |
| Job Title: | Email:     |
| Address:   |            |

1. Please state the nature of the student's disability.
  
2. Has the student received any disability allowance on a previous course? Yes/No
  
3. If Yes, please give the name of the grant authority (e.g LEA):
  
  
4. If equipment/services were supplied please give details:

Special Equipment:

Non-Medical Help:

General/Travel Expenses:

## Section 2 – For completion by the Disability Co-ordinator

The Disability Co-ordinator should tick to confirm the following:

- You have seen evidence that the student holds a current Research Council studentship and is eligible to claim disability allowances.
- You have seen medical or other evidence stating the nature of the disability (e.g. Educational Psychologist's Report).
- You are in receipt of a current or recent Needs Assessment that has been carried out at a recognised Access Centre.
- You have considered all the relevant documentation including medical or other evidence **and** discussed requirements with the student.
- You are satisfied that the recommendations made in the Needs Assessment meet the student's needs for undertaking their postgraduate study.
- You are satisfied that the costs of meeting the requirements identified are **essential** to the student's needs for undertaking their postgraduate study.

If you are not in receipt of a current Needs Assessment please state on what basis you have made the recommendations for support in this application.

Please use the space below to provide any further comments or information relevant to this application for DSA, based on your discussions with the student, regarding their study-related needs.

### Section 3 – For completion by the Disability Co-ordinator

**On the basis of the Needs Assessment (or other as described), please detail the recommendations of support required complete with a breakdown of costs including a full justification for non-standard or exceptional requirements. Please note funds must only be requested where they are incurred as a direct result of undertaking the course of study.**

**Note:** Costs for Special Equipment are only paid once in the first year of the claim and further claims for equipment are not usually supported. If the studentship lasts for more than one year please state if the non-medical and general expenses are the same for subsequent years and if this is not the case please provide a year by year breakdown.

Special Equipment:

Non-Medical Help:

General/Travel Expenses:

(Please note for travel that claims must be for the difference between the cost of a taxi and the cost of public transport)

On behalf of the Research Organisation I confirm that the recommendations and costs detailed in this claim are incurred directly and solely as a consequence of the student taking up a studentship to pursue their postgraduate study. I understand that the Research Council reserves the right to request a copy of the Needs Assessment or any other documentation in relation to this claim at any time and that any costs subsequently found to be false must be repaid by the Research Organisation to the Research Council immediately.

Signature:

Print Name:

**The coordinator should now return this form to the relevant Research Council** (A list of contact details is in the guidance document).