



# Student Awards Agency for Scotland

Gyleview House, 3 Redheughs Rigg, Edinburgh, EH12 9HH

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## Application for the Disabled Students' Allowance for part-time and distance-learner students Session 2008-2009

### Section A – Reference Number

If you have one, please give your SAAS reference number (This appears on all the letters we send you).

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You should fill in this form if you have a disability and face extra costs for studying or attending your course. Fill in the form in CAPITAL letters using a **black** ballpoint pen. The accompanying DSA notes give advice about the Disabled Students' Allowance (DSA) for students studying a course of higher education. If you need help filling in your application or you are not sure what help you can claim for, you can contact the disability adviser at your institution. If you need more information you can visit our website, e-mail us at SAAS\_4@scotland.gsi.gov.uk; or call us on 0845 111 0244. **You can get an alternative version of our DSA literature in a format most suited to your needs. Contact us on 0845 111 1711.**

**Under the Data Protection Act 1998**, we will use the information you give on this form to process your application for the Disabled Students' Allowance. We have a duty to protect the public funds we handle, and we may use the information you have give us to prevent and detect fraud. We may also share this information for the same purpose with other organisations that handle public funds. You should read the DSA notes that come with this form which give more detail on who will use the information you give on your form and what they will use it for.

### Who should fill in this form?

You can fill in this form if you meet our residence eligibility conditions (see the DSA notes) and you are:

- working towards at least 50% of a full-time higher education qualification that we support. For example, an HNC, HND, degree or an equivalent qualification. Or, you are working towards at least 50% of a full-time postgraduate qualification. For Open University students, this means at least 60 credit points in each academic year; and
- following a programme of study which lasts for more than one academic year but not more than twice the period normally needed to complete a full-time equivalent qualification.

If you are not sure which form to fill in please read page four of the DSA notes.

### Postgraduate students (you must fill in this section)

Will you receive, for the academic year 2008-2009, a bursary or award from a research council or board?

Yes  No

If you answered 'Yes' you will not be eligible to apply for the Disabled Students' Allowance from us. Do not continue with this application. Please read page seven of the DSA notes to find out where you may get support.

## Section B - Personal details

National Insurance number (You **must** enter this if you have one.)

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Title (Mr, Mrs, Miss, Ms)

First names

Surname

Date of birth (for example 15/12/1988)

		/			/				
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Full address and postcode of your permanent home (you **must** enter this.)

Postcode:
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Home phone number (including area code)

Mobile phone number

E-mail address

Full address and postcode (you **must** enter this) of your term-time address if not the same as your permanent home

Postcode:
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Phone number (including area code)

## Section C - Your disability or learning difficulty

If you are applying for the DSA for the first time, you must send supporting evidence of your disability, or specific learning difficulty. You only need to complete this section if you are applying for DSA for the first time, or if your disability or learning difficulty has changed.

What disability or specific learning difficulty do you have?

I am dyslexic.

I have a visual impairment.

I have a hearing impairment.

I use a wheelchair or have difficulties getting around.

I have a medical condition.

I have mental-health difficulties.

I have an unseen disability (e.g. diabetes, autistic spectrum disorder, epilepsy or asthma)

I have two or more of the disabilities or special needs above.  
(Please give the details below.)

I have a disability or specific learning difficulty that is not listed above.  
(Please give the details below.)

If you want to give us more information about your disability, or specific learning difficulty, please do so here.

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## Section D - Eligibility

(You should not fill in this section if you made a successful application to us last session. If you are applying to us for the first time, or after a break in study, you must fill in this section.)

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What country were you born in?

What is your nationality?

What country do you permanently live in?

### Relevant date

In what period does your course begin?

1 Aug-31  
Dec 2008

1 Jan -31  
Mar 2009

1 Apr-30  
June 2009

1 Jul -31  
July 2009

The start date of the period you chose is your **relevant date**. Later questions will refer to it.

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### Ordinary Residence

Have you been ordinarily resident in the UK continuously for three years immediately before your **relevant date**?

Yes

No

If 'No', in which country or countries have you been living for the three years before that date?

Have you been, or will you be, ordinarily resident in Scotland on your **relevant date**?

Yes

No

If you are under 25 on your **relevant date**, what is your parents' address on that date?

If you are under 25 on your **relevant date**, have either of your parents been employed outside the UK at any time during the three years before that date?

Yes

No

If 'Yes', in which country, or countries, have they been employed for the three years before that date?

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### Settled status

If you are not a UK or EU national, will you have 'settled status' in the UK as set out in the Immigration Act 1971) on your **relevant date**?

Yes

No

**If you are not a UK or EU national you should enclose a copy of any documents you have from the Home Office confirming your status.**

## Section E – Education and Employment

(You should not fill in this section if you made a successful application to us last session. If you are applying to us for the first time, or after a break in study, you must fill in this section.)

### Education details

It is important to include details of your education for the entire period since you left school.

In what country was the last school you went to?

The year you left that school

Have you been in education at any time since leaving school?

Yes  No

If 'Yes', please give details of any college or university where you have been a student since leaving school

Name of college or university and town	Dates		Course title	Full time or part time	UK award-making organisation	Qualifications gained
	From	To				

Continue on a separate piece of paper if necessary.

### Employment and unemployment details

Have you been employed or unemployed at any time in the five years before the first day of the first academic year of your course?

Yes  No

If 'Yes', please give us details of your full-time and part-time employment (or unemployment) history for the five years before the first day of the first academic year of your course, including details of any period spent outside the UK.

Name of your employer or write 'unemployed'	Job title	From	To	Town where you lived

Continue on a separate piece of paper if necessary.

## Section F - Your course and institution details

Full name of the college or university you are studying at in session 2008-2009 (You **must** enter this.)

Full title of the qualification you are studying at in session 2008-2009 (You **must** enter this.)

If you are an Open University student, give details of the courses you will be studying this year

Course	Credit points
Total	

When will you start, or when did you start, this qualification?  
(Enter the month and the year)

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How many years in total does it take to complete your qualification?

Which year of this qualification are you going into (first, second, and so on)?

When will you gain your qualification/degree? (Enter the month and the year)

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## Section G - Certificate of endorsement

**Your institution must fill in this certificate.**

1 I confirm that (enter student's name) .....  
is working towards at least 50% of a full-time equivalent higher education qualification, leading to an HNC, HND, degree or equivalent or postgraduate qualification. The course starts, or started on, (enter date) ...../...../..... at (enter name of institution) .....,  
under the terms of the note above.

2 The information given on this page is in line with the information the student gave to get on to this programme of study, and is correct as far as I know.

Your signature: .....

Date: ...../...../.....

Your position in the institution:

Official stamp

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## Section H - support details

Please tick one of the three boxes below.

This is my first application for DSA and I have already received or arranged a needs assessment (see section 2 of the DSA notes) from my college or university. (Do **NOT** list your requirements in the boxes below)

This is my first application for DSA and I would like you to arrange a needs assessment (see section 2 of the DSA notes) for me from an Access Centre. (Do **NOT** list your requirements in the boxes below).

I am a continuing student who has received DSA before and I would like to claim DSA for 2008-09. (Please list the support you require in the boxes below. Please refer to section 4 of the DSA notes if you are not sure how to complete the boxes below. We can only pay for support that has been previously approved in a needs assessment).

Basic Allowance (small items)	Estimated Cost (£)
<b>Total</b>	£

Non-Medical Personal Help	Estimated Cost (£)
<b>Total</b>	£

Large Items of Equipment	Estimated Cost (£)
<b>Total</b>	£

## Section I – Declaration, agreement and student consent

Please make sure that you, your assessor or disability adviser have signed the declarations below before you send us the form. If you do not do this, we will have to return the form to you and there will be a delay with your application. You can only get support under the DSA for any equipment or help you need to complete your course.

### Your assessor or disability adviser must fill in this section.

I can confirm, in that my opinion, any support that is set out in this claim is essential for this student to complete his or her course, and to my knowledge the details on the claim are correct.

Name of institution ..... Official Stamp

Name of assessor or disability advisor (print) .....

Signature of assessor or disability adviser ..... Date...../...../.....

### You must sign and date this section.

Payments of Disabled Students' Allowance are made under the Students' Allowances (Scotland) Regulations 2007 (as amended).

- As far as I know the details I have given on this form are complete and accurate
- I need to spend the amount shown in this form, or which is shown in my needs assessment report, so I can complete my course.
- I will tell you immediately if my circumstances change in any way that might affect any amount which I have received, or had paid on my behalf.
- I understand that if I give you false information, or do not give complete information, you may prosecute me and withdraw the support.
- I agree to repay any amount which I have received, or had paid on my behalf, which is more than the award due to me.

### We may prosecute you if you give false information.

Your signature ..... Date ...../...../.....

### You must read this section

Getting DSA support will be quicker and easier if you agree to the statement shown below. We **strongly** advise that you tick the check box, but you do not have to and we will still process your application.

I agree that SAAS, the disability adviser at my institution or college and my DSA assessor may exchange information about my application for the DSA, or other disability-related support, where this is necessary to assist in providing me with the disability support I need.