

Application for the Disabled Students' Allowance (DSA) for eligible students who are claiming DSA funding only –2017-2018

The closing date for applications is 31st March 2018

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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Postgraduate students (you must fill in this section)

Will you receive, for the academic year 2017-2018a bursary or other award from a Research Council or any other UK publicly funded award making body ?

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. Instead you should contact your funding body to discuss making an application to them.

You should fill in this form if you have a disability and have extra costs while you study. **Fill in the form in CAPITAL letters using black ink.** There are notes to help you fill in the form. You can download these from the 'forms and guides' section of our website. If you need more information, you can visit our website at www.saas.gov.uk, e-mail us at SAAS_4@gov.scot or call us on 0300 555 0505. **You can get a version of our DSA literature in a format that suits your needs. Contact us on 0300 555 0505.**

Data Protection Statement

SAAS will use the information you have given us in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at http://www.saas.gov.uk/privacy_data_protection_index.htm .. We have a duty to appropriately manage public funds and we will use the information provided on this form to prevent and detect crime including Fraud. We will share this information with other bodies for these purposes

Who should fill in this form? (If you are not sure what form to fill in please read our DSA notes.)

Full-time students

You should fill in this form if you meet our residence eligibility conditions (see the DSA notes) and you are doing a full-time:

- undergraduate course that we support, for example, an HNC, HND, degree or equivalent qualification, but we are not paying your fees and you do not want to apply for a bursary, student loan or living-costs grants; or
- postgraduate course and you are not receiving a tuition fee loan from us.

Part-time students

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 credits 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.

Section B – your personal details

Are you studying **full-time?** **part-time?** **distance learning?**

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

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Title (Mr/Mrs/Miss/Ms) First names Last name Name at birth, if different

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

		/			/				
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Birth district (for example Edinburgh)

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If you have a UK birth certificate, in which district was it issued? (you must enter this)

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

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Home phone number (including area code)

--

Mobile phone number

--

E-mail address

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

--

Phone number (including area code)

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Bank details – please note we cannot pay any DSA without a valid bank or building society account.

Sort code

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Account number

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Section C – Your disability or learning difficulty

If you are applying for DSA for the first time, you must send supporting evidence of your disability, or specific learning difficulty. For example, a letter from your doctor or an educational psychologist’s report

What disability or specific learning difficulty do you have?

- I have dyslexic/dyscalculia/specific learning disability
- I have a visual impairment
- I have a hearing impairment
- I use a wheelchair or have difficulties getting around
- I have mental-health difficulties
- I have an unseen disability
(for example, 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.

Section D – Your residence 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.)

What country were you born in?

What is your nationality?

What country do you permanently live in?

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

In what period does your course begin

1 Aug –
31 Dec

1 Jan – 31
Mar

1 Apr – 30
Jun

1 Jul – 31 Jul

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 your **relevant date**?

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

Yes

No

Have you been, or will you be, living in Scotland for 1 year before 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 your **relevant date**?

Settled status

If you are not a UK or other 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 other EU national, you must send us a copy of any documents you have from the Home Office that confirms your immigration or asylum status in the UK.

Section E – Your 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 you give us 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, including any period spent outside the UK.

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

Continue on a separate piece of paper if necessary.

Employment and unemployment details

Please give us details of your full-time and part-time employment and unemployment for the five years before your relevant date, or since you left school if this was less than 5 years ago. You must include details of any period(s) 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.

If you do not give us full details of your education & employment/unemployment history above, we will write to you and ask you for this, which will cause a delay in us processing your application.

Section F – Your course and college/university details

Full name of the college or university you are studying at in session 2017-2018 (you **must** enter this).

Full qualification level and title of the course you are studying in session 2017-2018 (you **must** enter this).

If you are an Open University student, you only need to give us the details of the courses you will be studying this year (continue on a separate sheet if necessary).

Course	Credits
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)

 /

Who is paying the tuition fees for your course?

Section G – Certificate of endorsement (This only applies to part-time students)

Your college or university must fill in this certificate.

1) I confirm that (enter student's name) _____ is working towards at least _____% 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 (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: _____

*Please enter what % of the full time course the student is undertaking, for example, 75%

Section H – Your support details

Please tick one of the four boxes below.

This is my first application for DSA and I have already received a needs assessment from my college or university. (Do **NOT** list your requirements in the boxes below.) You must send us a copy of your assessment report with this form.

This is my first application for DSA and I would like you to arrange a needs assessment for me from an Access Centre.

If you have been assessed in the past and you require a new needs assessment, please tick here – your disability advisor must give us a covering letter explaining why you need a new assessment. (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 2017-2018. (Your disability advisor should list the support you need in the boxes below. Please refer to the DSA notes for more information.)

Basic allowance (small items) (continue on a separate sheet if necessary)	Estimated cost (£) Please enter an amount. Do not write "to be confirmed"

Non-Medical Personal Help (NMPH) support type (continue on a separate sheet if necessary)	Hourly rate (including VAT)	Hours each week	Number of weeks support required	Estimated cost (please enter an amount do not write 'to be confirmed')
	£			£
	£			£
	£			£
	£			£
	£			£
			Estimated total cost	£

Large items of equipment (continue on a separate sheet if necessary)	Estimated cost (£) Please enter an amount. Do not write "to be confirmed"

Section I – Declaration, agreement and student consent

Please make sure that you and your assessor or disability advisor sign the declarations below. If you do not do this, we will have to send the form back to you which will delay your application. We cannot accept forms signed by anyone other than your assessor or disability advisor.

The assessor/disability advisor at the college/university you gave us in Section B, must fill in this section.

I can confirm that in 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. (you **must** fill in all the fields below)

College or university the applicant will be attending _____

Name of assessor or disability advisor (print) _____

Phone number of assessor/disability advisor _____

Email of assessor/disability advisor _____

Signature of assessor/disability advisor _____ Date ____ \ ____ \ ____

You must read this section

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

I agree that SAAS, the disability advisor at my university or college, and my DSA assessor may exchange information about my application for the DSA, or other disability related funding, where this is necessary to assist in providing me with the disability support I need. This includes the ability to discuss my case with the Student Awards Agency for Scotland over the telephone.

You must sign and date this section. We may prosecute you if you give false information.

We make payments of Disabled Students' Allowance under the Students' Allowances (Scotland) Regulations 2007 (as amended)

- All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief.
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.
- I need to spend the amount awarded, so I can complete my course. I will send you receipts for all items that I purchase under the DSA
- I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS will share this information with other bodies for these purposes.
- I have read and understand the privacy statement on Fraud and the Data Protection Act 1998. I understand that SAAS will use the information I have provided and will collect other information, as set out in the privacy statement; and they will use this information to confirm that I am and continue to remain eligible for an award and that the amount of the award is correct. I understand that I must keep myself up to date of any changes to the privacy statement.

You must sign this section

Your signature _____ Date ____/____/____

Check list - have you and your disability advisor:

- applied for your main support (tuition fees, loan, bursary and living-costs grants)
- Included evidence of your disability (we only need this if you are applying for DSA for the first time)
- Included a copy of your needs assessment (if it has already been carried out)
- Filled in all the sections on the form and signed the declaration on this page
- Included a supporting letter (if you are a continuing student and require a new needs assessment)

Basic Privacy Statement

Below is a brief summary of the SAAS privacy statement. Our full privacy statement can be found on our website at http://www.saas.gov.uk/privacy_data_protection_index.htm. It explains more about why we need to collect your personal information and what it will be used for.

Why we collection your Information

We need to collect, hold and process information about you to meet our business purposes which include:

- Providing support to learners in Scotland
- Appropriately managing public funds, including crime prevention, detection and investigation,
- Contributing to research and policy developments that support learners and the provision of learning support
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection and investigation with Police Scotland, HMRC, NFI and other organisations.

We collect, hold and process personal information because the processing is necessary for the exercise of our functions as a government department as outlined in legislation that governs student support in Scotland. This is a legitimate condition of processing as outlined under Schedule 2 of DPA, 5(c).

What Information we collect

We collect, hold and process your personal information so that we can assess financial applications for support.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

What happens to your Information?

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention or detection of crime, including fraud
- Audit purposes
- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

Fraud Statement

Prevention and Detection of Crime

NFI Level 1

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email SAASCFT@gov.scot.

Fraud Prevention Agency Processing Notice

- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering;

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the full SAAS Privacy Statement that can be accessed at http://www.saas.gov.uk/privacy_data_protection_index.htm. You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email SAASCFT@gov.scot

If you require a paper copy of the full Privacy or Fraud Statements please contact us on 0300 555 0505.