

Application for Disabled Students Allowances for postgraduate students

This document is also available in Welsh/Maer ddogfen hon hefyd ar gael mewn Cymraeg

What you should have received

- Advice on 'How to fill in your form'. You must read this leaflet when you fill in your application form. This is important because if you fail to answer any questions correctly, any support you are paid may be delayed. The leaflet also tells you what to do after filling in your form.
- An application form
- A 'Change of Circumstances' form which you should keep safe in case there is any change in your circumstances which you need to report to your local education authority (LEA) after you have sent them your application form.

If any of these documents are missing, contact your LEA immediately to obtain a copy.

If you are a disabled student studying at the Open University (OU), the OU will write to you in November 2000 with information about the conditions of eligibility for Disabled Students' Allowances and how you should apply for them. If you have an enquiry after November 2000 you should contact your OU regional centre.

How to fill in your form

To apply for the Postgraduate Disabled Students' Allowance, you must:

- fill in sections A, B, C and D of the enclosed form and
- hand the form to your university or college for signing and stamping as soon as possible.

Be careful to answer the questions on the form accurately and in BLOCK CAPITALS.

Where the answer to a question is 'Yes' or 'No', please tick the appropriate box.

Before you hand this form to your university or college, please read the checklist at the back of your application form to see that you have done all that you should.

Section A

Questions 1 to 11

You must answer all of these questions. If a question does not apply to you, please write 'N/A' (not applicable). When you answer questions 5 and 7, please make sure that you give the names exactly as shown on your birth certificate. If you are adopted and your names have changed since you were adopted, write your adoptive first name and surname or family name from your adoption certificate. If your name has not changed since birth, please write 'N/A' in the answer boxes for both questions 5 and 7.

Question 12

If you answer 'Yes' to this question, you cannot receive a Disabled Students' Allowance, so do not continue with this application. If you answer 'No', move to question 13.

Question 13

Please write your date of birth as date, month, then year.

Question 14

This is your normal home address, not an address to which you have moved temporarily while you attend your course.

Question 15

You will need to fill in this box if, for example you have moved away from your normal home to attend your course and you want correspondence sent to your new address.

Question 16

If you have previously applied for student support for 1999/2000 or 2000/2001 for another course, you will already have been given a Student Support Number (SSN). You can find this 13-character number in box 5 of the eligibility notice or financial notice you received after you applied previously. If you applied for student support for another course in 1999/2000 or 2000/2001, and you do not know the SSN you were given, contact the authority which assessed you. This will be your LEA, the Student Awards Agency for Scotland or your education and library board. If you have a previous SSN and do not provide it, this may delay your application.

If you were receiving financial support under the old 'mandatory awards' system in 99/00 and therefore were not issued with a SSN, please write N/A.

Section B

Question 1

If you answer 'Yes' to this question, you should apply to:

- the Student Awards Agency for Scotland if you have moved from Scotland; or
- the education and library board where you normally live if you have moved from Northern Ireland.

If you have moved from the Isle of Man or the Channel Islands, please contact the relevant authorities on those islands to see what support you can apply for.

Question 2

If you answer 'Yes' to this question, please make sure that you give the names of the district and subdistrict where you were born exactly as shown on your birth certificate.

Question 3

Under the student support regulations the first day of the first academic year of your course is not necessarily the day when you first begin your course. It is decided by the period during which your course begins. The table below will help you to work out the first day of the first academic year of your course.

The day you begin your course falls in the following period.	First day of the first academic year of your course.
1 August to 31 December	1 September
1 January to 31 March	1 January
1 April to 30 June	1 April
1 July to 31 July	1 July

If you answer 'No' to this question, you must provide the extra information needed.

Question 4

Only answer this question if you have answered 'No' to question 3. If you (or your husband, wife, parent or step-parent) have been granted refugee status, the Home Office should have sent you (or them) a letter confirming this. If you (or they) have not received such a letter, you should answer 'No' to this question.

Question 5

Please tick 'Yes' or 'No', as appropriate.

Question 6

The EEA is made up of: Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Liechtenstein, Netherlands, Norway, Portugal, Spain, Sweden and the UK.

Question 7

See the definition of 'first day of the first academic year of your course' in the note on answering section B, question 3. Settled status means that you are able to live in the UK permanently without any restrictions being placed on you by the UK immigration authorities. If you are not sure whether you have settled status, please check your passport - details of any restrictions should be shown there.

Question 8

If you (or your husband, wife, parent or step-parent) has been granted exceptional leave to enter or stay in the UK, the Home Office should have sent you (or them) a letter confirming this. If you (or they) have not received such a letter, you should answer 'No' to this question.

Section C

Question 1

Include both the subject name of your course and the qualification which you will be awarded if you complete it (for example, MA, PhD).

Question 2

Give the name and address of the institution where you are studying.

Question 3

Give the month and year when you first began your course, for example, September 1999. You will qualify for a DSA whenever you began your course, as long as you meet all of the conditions of eligibility. However, you cannot claim a DSA for any earlier year of your course.

Question 4

Give the month and year when you expect to finish your course, for example, July 2001. Remember that if you are studying part-time, in order to qualify for a DSA you must finish your course in no more than twice the time it would take you to finish it on a full-time basis.

Question 5

Please give the year of your course which you are studying in the academic year 2000/2001. For example, if you are studying the second year, please enter '2'.

Question 6

Please tick yes or no as appropriate.

Section to be filled in by your university or college

You must ask your university or college to fill in this section before you send your application form to your LEA. Your LEA will not be able to deal with your application unless your university or college has filled this section in.

Section D

You must sign and date the declaration in this section. Please read the declaration and make sure you understand it.

You do not need to provide any evidence of your disability or your needs at this time.

What happens after I hand my form to my university or college?

Your university or college will sign and stamp your form and return it to you.

You must then send the form to the LEA where you normally live.

Your LEA will ask you to give more details about your disability after receiving your form. If they ask you to have an assessment of your disability, you will have to pay for this yourself. If they ask you to have a needs assessment (for example, at an access centre), they will pay for the cost of this out of the amount of Disabled Students' Allowances they pay you.

Your LEA will assess whether you are eligible for a Disabled Students' Allowances and will let you know their decision.

If you are eligible for Disabled Students' Allowances, your LEA will pay these, normally by cheque, to you or, if appropriate, to your service provider.