Applying for your DSA- Disabled Students’ Allowance

Use this checklist to keep track of your progress through your DSA application. We also advise you to set reminders in your diary or phone to check your junk email folders or follow up with DSA.

# Three main stages of the application process

You can apply for your DSA through your Student Finance England Account (or other funding body) Note if you are not applying for student loans you can usually still apply for DSA.

Letters from DSA are sent by email as an attachment.

**Tick the box when you have completed each stage**

[ ]  Your DSA1 letter will tell you to book a Needs Assessment.

[ ]  The Needs Assessor will write a report on the Needs Assessment

[ ]  Your DSA2 letter (Letter of Entitlement) confirms your agreed allowance.

# What to do next

**Note the majority of students will not be awarded all of the below:**

[ ]  **IT equipment –** Place the order with the Supplier

[ ]  **Assisted Technology Training –** When your equipment arrives contact the supplier to book training. You do not need to book all your hours at once.

[ ]  **Non-Medical Help-** If you have been awarded Mentoring and or Study Skills, contact the supplier on your DSA2 letter. If Oxford Brookes is the supplier, as soon as you have your timetable to start your sessions, you can complete our [referral form](https://www.brookes.ac.uk/students/inclusive-support-service/disabled-students-allowance).

**Travel Allowance**

[ ]  **Taxis**- You need to set up an account – check the DSA2 for Taxi company details. You need to have the address where you will be staying in Oxford on your DSA2 letter.

[ ]  **Mileage claims** – Information on parking is on the [Brookes website](https://www.brookes.ac.uk/students/inclusive-support-service/accessibility/#parking)

[ ]  **Ink and Paper Allowance**- are made on the claims reimbursement form for the appropriate year, downloaded from the [gov. uk website](https://www.gov.uk/government/publications/disabled-students-allowance-expenses)

[ ]  **Have you sent your supporting documents such as medical evidence/ diagnostic assessment to the Inclusive Support Service at Oxford Brookes?**

If you have any questions please email dsaadvice@brookes.ac.uk