

# The NHS Bursary Disabled Students Allowance: Information and Application

## 1. What is the Disabled Students Allowance?

If you have a physical disability, a mental health difficulty or a specific learning difficulty such as dyslexia, you may qualify for the Disabled Students Allowance (DSA).

This allowance helps to pay for any extra costs you may incur in attending your course, as a direct result of a disability.

These costs cover:

Employing a non-medical personal helper for support such as note-taking, mentoring, study skills and proof reading

Items of specialist equipment to assist you during your course

Expenditure for travel in the UK, reasonably incurred due to a disability, to enable you to attend or participate in your course or practice placements.

Other costs which you may be obliged to incur such as an assessment of your course needs, costs associated with the use of equipment purchased through the DSA, including training and warranties and extra printing and photocopying costs that may arise due to your disability.

## 2. Who can apply for DSA?

You are eligible to apply for DSA through the NHS Bursary Scheme if you have been accepted onto an eligible pre-registration healthcare course, at a university in England (any UK country for medical and dental students who are normally domiciled in England) and your course leads to professional registration as an allied health professional, nurse, midwife, doctor or dentist.

You will not be eligible for DSA if you are an EU student in receipt of a EU fees only bursary or you are a sponsored or seconded student receiving a salary from your employer.

## 3. How do I apply?

Please read this guidance carefully then complete in full the attached application form before posting it with your appropriate medical evidence to the address given on the front of the form.

## 4. What evidence do I need to provide?

If you have a physical or mental disability you will need to provide up to date medical evidence of your disability from your GP or specialist. If you have a specific learning difficulty you will need to send a full psychologists report that has been carried out since you turned 16.

Please note: The NHS Business Services Authority (BSA) will not fund the cost of a diagnosis to establish a disability. If the BSA are satisfied that you meet the definition of a disabled person (as contained in the Equality Act 2010) you will receive written confirmation that we will fund the cost of a needs assessment to determine the type and level of support you will need to assist you in completing your course.

**You should not arrange a needs assessment without first receiving confirmation from the BSA that we agree to fund the cost of an assessment.**

## 5. When do I apply?

You need to apply for your DSA as soon as possible. Ideally this should be before your course starts so you can get the necessary support into place as quickly as possible, however this can be done at any time during your course or if a disability arises at a later date.

## 6. Who will carry out the needs assessment?

The needs assessment must be carried out by a qualified person at an assessment centre approved by the DSA Quality Assessment Group (DSA-QAG). The DSA will cover the cost of the assessment. The assessment will identify the type of support you will need to assist you on your course. This can include non medical support, specialist equipment or travel costs if appropriate.

Once the assessment has been completed your report will be sent to the BSA. We strongly advise you to provide your university with a copy of the assessment report as the disability officer can help you to arrange any non medical support that has been recommended or assist you in arranging the purchase and delivery of your equipment.

## 7. How much DSA can I expect to receive?

There is a maximum amount of DSA that can be paid in each academic year but not all students will receive the full amount. The BSA must be satisfied in each case that it is reasonable for the student to incur the additional expenditure to participate in the course, so funding may not necessarily be approved for all the recommendations made in your needs assessment.

*The maximum DSA rates are shown below:*

Type of DSA	Amount
Non-medical support	Up to <b>£20,520</b> for each academic year
Equipment	Up to <b>£5,162</b> for the whole course
Travel	Actual costs reasonably and necessarily incurred
Other costs	Up to <b>£1,724</b> for each academic year

## 8. How I receive payment?

We will send you a letter confirming which of the recommendations in your report will be funded through the DSA.

Payment for specialist equipment will be credited directly to your account. You are responsible for ordering and arranging delivery of your equipment. However the disability adviser at your university may be able to assist you.

We will make a payment of £100 for consumables, photocopying or non-core textbooks if these have been recommended in your report. This will be credited to your account at the same time as the payment for any equipment.

You will be expected to provide receipts if you need to claim any amount in excess of this initial payment.

Non-medical support payments will be made on your behalf directly to the provider of this support, on receipt of appropriate invoices and timesheets. Your disability adviser can help you to arrange this support.

## 9. Is the DSA income assessed?

No, DSA does not depend on your income or that of your family.

## 10. Can I receive equipment before my course begins?

Once we have established you are eligible to apply for DSA we can agree to fund the cost of a needs assessment in advance of your start date. We cannot make any payments until we have received confirmation of your enrolment on the course but it is possible that a payment for equipment could be made at the start of your course if you have made a timely application.

## 11. Can I be reimbursed for equipment bought before my course began?

This is possible, but would depend on when and why you purchased the equipment.

## 12. Do I have to buy equipment from a recommended supplier?

It is advisable that you do so as accredited suppliers offer you support for the duration of your course.

## 13. What happens to the equipment bought through the DSA when my course ends?

All equipment purchased through the DSA will remain your property on completion of the course unless the equipment has been loaned to you.

## 14. What happens if my disability becomes more severe during my course?

You can apply to have a top up assessment carried out to identify any extra support you might need. You will be asked to provide recent medical evidence to support your application.

## **15. What if I need to change the amount of support I receive?**

You should contact the assessor who carried out your needs assessment or speak to the disability adviser at your university.

## **16. Will I have to repay my DSA if I leave my course early?**

It is possible we may recover some or all of your DSA if you abandon the course or if you receive any DSA payment to which you were not entitled.

## **17. What if I have to repeat part of my course?**

If you have to repeat part of your course or you need to extend your period of training in order to successfully complete your course, you can continue to receive DSA funding if you are still in receipt of a bursary.

# Useful Contacts

If you have any questions about DSAs that are not answered in these instructions, contact:

NHS Student Bursaries  
Tel: 0845 358 6655  
Fax: 01253 774490  
Web: [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

## Other helpful contacts

### Commission for Equality and Human Rights

Tel: 0845 604 6610  
Textphone: 0845 604 6620  
Email: [englandhelpline@equalityhumanrights.com](mailto:englandhelpline@equalityhumanrights.com)  
Web: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### National Union of Students (NUS)

NUS HQ, 4th Floor, 184-192 Drummond Street,  
London NW1 3HP  
Tel: 0845 5210 262  
Textphone: 0207 380 6600  
Email: [nusuk@nus.org.uk](mailto:nusuk@nus.org.uk)  
Web: [www.nus.org.uk](http://www.nus.org.uk)

### The British Dyslexia Association (BDA)

Unit 8 Bracknell Beeches, Old Bracknell Lane,  
Bracknell RG12 7BW  
Tel: 0845 251 9003  
Textphone: 0845 251 9002  
Email: [helpline@bdadyslexia.org.uk](mailto:helpline@bdadyslexia.org.uk)  
Web: [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

### Dyslexia Action

Park House, Wick Road, Egham  
Surrey TW20 0HH  
Tel: 01784 222300  
Fax: 01784 222333  
Web: [www.dyslexiaaction.org.uk](http://www.dyslexiaaction.org.uk)

### Royal National Institute of the Blind (RNIB)

105 Judd Street, London WC1H 9NE  
Tel: 0303 123 9999 (Helpline)  
Email: [helpline@rnib.org.uk](mailto:helpline@rnib.org.uk)  
Web: [www.rnib.org.uk](http://www.rnib.org.uk)

### Action for Hearing Loss

19-23 Featherstone Street  
London EC1Y 8SL  
Tel: 020 7296 8000  
Fax: 020 7296 8199  
Textphone: 020 7296 8001  
Freephone voicephone:  
0808 808 0123  
Freephone textphone:  
0808 808 9000  
Email: [solutions@hearingloss.org.uk](mailto:solutions@hearingloss.org.uk)  
Web: [www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)

### Skill, the National Bureau for Students with Disabilities

Unit 3, Floor 3, Radisson Court, 219 Long Lane,  
London SE1 4PR  
Tel: 0800 328 5050  
(open 1.30pm-4.30pm Monday to Thursday)  
Minicom: 0800 068 2422  
Fax: 020 7450 0650  
Email: [skill4disabledstudents@disabilityallowance.org.uk](mailto:skill4disabledstudents@disabilityallowance.org.uk)  
Web: [www.skill.org.uk](http://www.skill.org.uk)

# How to complete the application form

## Important note

The application form is for the disabled students' allowance for students undertaking eligible pre-registration nursing, midwifery, medical, dental and allied health professional courses.

## Completing the form

- read the application instructions before completing the form.
- Use blue or black ink and write clearly in CAPITAL LETTERS. Do not use pencil.
- Answer all questions in full, even if you have previously supplied the details.
- If your application is incomplete, processing will be delayed and payments may be delayed.

## If you need help

If you need help or have any questions about completing the form, you can phone our enquiry line on **0845 358 6655**

# NHS Student Bursary

## Application for Disabled Students Allowance

NHS Student Bursaries  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 8SS

[www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

Helpline: 0845 358 6655 Hours: Mon - Fri 8.00am - 6.00pm and Sat 9.00am - 3.00pm

**Please ensure you answer all the questions on this form and provide the appropriate evidence. Your application will be delayed if your form has to be returned or we need to ask for further information**

### 1. Personal Details

Student Reference Number	<input type="text"/>
Surname	<input type="text"/>
Other names	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Current UK address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
E-mail address	<input type="text"/>
Home telephone number	<input type="text"/>
Mobile telephone number	<input type="text"/>

### 2. College and Course Details

Name of University	<input type="text"/>
Name of Course	<input type="text"/>
Course start date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Course end date	<input type="text"/> / <input type="text"/> / <input type="text"/>

### 3. About your disability

Please give full details of the nature and extent of your disability or specific learning disability and provide current supporting evidence of the nature and extent of your disability from a doctor or qualified specialist. If you have dyslexia or a specific learning difficulty you must provide a full diagnostic assessment carried out after your 16th birthday by a psychologist or suitably qualified specialist teacher.


On what date was your disability last assessed?

Who carried out the assessment?

### 4. Previous Funding

Is this your first application for Disabled Students Allowance (DSA)? Yes  No

If No, please provide details of any previous DSA applications you have made.

Date of application.	Funding body you applied to.
<input type="text" value="/ /"/>	<input type="text"/>
<input type="text" value="/ /"/>	<input type="text"/>

You MUST provide full details of the support you have previously received and the documentary evidence of previous funding. Include a copy of any Needs Assessments you may have previously had.


## 5. About the equipment you already have

Do you own a computer or laptop?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date purchased	<input type="text" value="/"/>	<input type="text" value="/"/>
Do you own a printer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date purchased	<input type="text" value="/"/>	<input type="text" value="/"/>
Do you have access to the internet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

## 6. Data Protection Act 1998

The NHSBSA will use the information you have provided for the processing of your application and for the prevention and detection of fraud. We may contact you to discuss your application by methods you have provided. Your personal data will be deleted from our systems and files no later than seven years after the end of your course. We will not disclose your personal data to any third party other than: higher education institutions; local authorities; the Home Office; HM Revenue & Customs; organisations from which you receive benefits, bursaries, grants or support; the Student Loans Company. We will not transfer your personal data outside the European Economic Area.

The NHS Bursary Scheme is made pursuant to Section 63 of the Health Services and Public Health Act 1968.

### Important Notes

When posting the application please ensure you have:

- completed and signed all the relevant sections of the application form, and
- enclosed all relevant supporting documents. **We cannot be held responsible for the loss of original documents.**

**Please ensure that the package is weighed and the correct postage is paid as the application form and enclosures may weigh more than the minimum postage cost.**

## 7. Additional Information - Please use the space below to give additional information you feel may be useful.


## 8. Declaration

If your disability makes it impossible for you to sign the form we will accept the signature of someone acting on your behalf. You must provide a letter bearing the name and address of that person, the fact that they are acting on your behalf and a specimen signature.

I confirm that I have read and understood the Disabled Students Allowance Guidance Notes.

I understand and accept that NHS Student Bursaries cannot be responsible for meeting the costs of establishing my disability.

I have provided full details and documentary evidence of all previous claims for Disabled Students Allowance.

I understand and accept that the recommendations in my Needs Assessment will form the basis of my application for Disabled Students Allowance. I also understand that the cost of my Needs Assessment in higher education will be met from my Disabled Students Allowance entitlement.

I authorise NHS Student Bursaries to contact the Disability Officer at my Higher Education Establishment and/or my assessor at my Access Centre for the purpose of: (a) verification of information provided on this form and to obtain further information if necessary (b) to confirm whether funding for an assessment of need, items of equipment and support has been approved.

I understand that any equipment is to be utilised for my course of study and that NHS Student Bursaries is not responsible for payment of any repair costs incurred due to misuse of the equipment.

I confirm that I will inform NHS Student Bursaries immediately in the event that my personal or contact details change, there are any changes to my or if I leave the course for which my NHS Bursary was awarded, or if there is any change in the nature or extent of my disability.

I understand that if I do not enrol on training I will be required to refund any advance payment of Disabled Student Allowance made to me or my nominated supplier.

I will inform NHS Student Bursaries immediately of any change in circumstances that might affect my entitlement to financial support or NHS Student Bursaries records relating to me, including but not limited to:

- withdrawing, suspending, deferring or interrupting the course temporarily or permanently for any reason, regardless of whether I intend to return;
- changing my study pattern from full-time to part-time, or vice versa;
- taking a year or a term out from study;
- changing the account I want my payments made to; or
- changing address.

I accept that NHS Student Bursaries will immediately terminate or suspend my funding if:

- I withdraw, suspend, defer or interrupt the course temporarily or permanently for any reason, regardless of whether I intend to return;
- I take a year or a term out from study;
- NHS Student Bursaries determines as its absolute discretion that it is reasonable for it to do so; or
- NHS Student Bursaries in its absolute discretion determines that I am no longer entitled to financial support.

## Declaration - (continued)

I will pay back to NHS Student Bursaries within 30 days of receiving notification any excess payment, fees and any other charges, in the event of the following circumstances:

- changing my study pattern from full-time to part-time;
- withdrawing, suspending, deferring or interrupting the course temporarily or permanently for any reason, regardless of whether I intend to return;
- taking a year or a term out from study;
- being overpaid because I have failed to inform NHS Student Bursaries of a change in my circumstances;
- a NHS Student Bursaries administrative error; or
- where NHS Student Bursaries at its absolute discretion determines I have been given financial support to which I am not entitled.

Should I fail to make full repayment of any amount due or agree an acceptable repayment plan with NHS Student Bursaries, the debt may be passed to a debt collection agency. I agree that I will be charged for any additional recovery costs at the rate of 7% which will be added to the balance outstanding on referral.

I declare that the information given on this form and the supporting documents provided is complete and accurate. I understand and accept that if I provide false or misleading information, financial report may be refused or withdrawn and I may be liable to prosecution and/or civil proceedings.

I understand that the administration of NHS student bursaries and responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Business Services Authority. I understand that NHS Student Bursaries may share the information on this form with the NHS Protect for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

Signature

Date

The fully completed form should be returned to:

NHS Student Bursaries  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 8SS