

## **Social Work Bursary**

### **Application form for Disabled Student Allowance (DSA)**

If you require the bursary application pack in large print, contact Social Work Bursaries on 0300 330 1342.

**Important note:** The DSA is available to social work students in receipt of a postgraduate bursary only. If you are studying an undergraduate social work course and want to apply for support due to your disability, details of the support available and how to apply can be found at:  
[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

#### **Introduction**

DSA helps to pay for extra costs you may have to pay in attending your course as a direct result of your disability. The allowances can help with the cost of non medical personal helpers, major items of specialist equipment, travel and other course related costs.

#### **Applying for DSA**

You will need to provide diagnostic evidence of your disability. If you have more than one medical condition, you should provide evidence for all of them. You cannot use the confirmation of your eligibility for Disability Living Allowance as evidence of your disability.

- If you have a physical disability or mental health disability, you will need to send us an up to date, original letter from your GP or specialist. The letter should detail your disability, the effect the disability has on your daily life, ability to study and whether the condition is recoverable.
- If you have a specific learning difficulty, you will need to send us a full psychologist's report. If the diagnosis was carried out before you were 16, you will also need an 'Assessment of Performance Attainment' ('top up' diagnosis).

**We will not pay the costs for providing the diagnostic evidence.**

**Important note: You should only apply for DSA once you have had confirmation of bursary entitlement from the NHSBSA or your university/college has confirmed that you are on the bursary allocation list.**

## Contacts

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

### Social Work Bursaries

PO Box 141  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 9AS  
Tel: 0300 330 1342  
Email: [nhsbsa.swb1@nhsbsa.nhs.uk](mailto:nhsbsa.swb1@nhsbsa.nhs.uk)  
Web: [www.nhsbsa.nhs.uk/swb](http://www.nhsbsa.nhs.uk/swb)

### Other helpful contacts

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

105 Judd Street  
London  
WC1H 9NE  
Tel: 0303 123 9999 (Helpline)  
Fax: 0207 388 2034  
Email: [helpline@rnib.org.uk](mailto:helpline@rnib.org.uk)  
Web: [www.rnib.org.uk/student](http://www.rnib.org.uk/student)

RNIB offers support for blind and partially sighted students studying at all mainstream universities/colleges. RNIB can give information and advice on study options and skills, equipment, sources of funding and careers.

#### Action on Hearing Loss

19-23 Featherstone Street  
London  
EC1Y 8SL  
Tel: 0207 296 8000  
SMS: 07800 000360  
Textphone: 0207 296 8001  
Freephone voicephone: 0808 808 0123  
Freephone textphone: 0808 808 9000  
Email: [informationline@hearingloss.org.uk](mailto:informationline@hearingloss.org.uk)  
Web: [www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)

#### National Union of Students (NUS)

2nd Floor, Centro 3  
Mandela Street  
London  
NW1 0DU  
Tel: 0871 221 8221  
Fax: 0871 221 8222  
Textphone: 0207 561 6577  
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)

98 London Road  
Reading  
Berkshire  
RG1 5AU  
Tel: 0333 405 4555 (Administration)  
0333 405 4567 (Helpline)  
Fax: 0333 405 4570  
Email: [helpline@bdadyslexia.org.uk](mailto:helpline@bdadyslexia.org.uk)  
Web: [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

#### The Dyslexia Institute

10 High Street  
Egham, Surrey  
TW20 9EA  
Tel: 0300 303 8357  
Fax: 0178 422 2333  
Email: [info@dyslexiaaction.org.uk](mailto:info@dyslexiaaction.org.uk)  
Web: [www.dyslexiaaction.org.uk](http://www.dyslexiaaction.org.uk)

#### Equality and Human Rights Commission

Tel: 0808 800 0082  
Textphone: 0808 800 0084  
Email: [correspondence@equalityhumanrights.org.uk](mailto:correspondence@equalityhumanrights.org.uk)  
Web: [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

## Social Work Bursary

### Application form for Disabled Student Allowance (DSA)

#### 1. Your details

##### 1.1 About you

Bursary reference number

(Your bursary reference number begins with a '2' or '3'. Please leave blank if unknown.)

**The names you use here need to match the names you give to your university/college when you register.**

Title  Mr  Mrs  Ms  Miss  Other

Surname or family name

First name

Other names

Previous names

Date of birth

Address

Mobile phone number

Alternative phone number

Email

##### 1.2 About your university/college

Give the name of the university/college where you are or will be studying

## 2. About your disability

Use this space to describe the nature and extent of your disability.

Include original supporting evidence of your disability with this application.

Refer to the application instructions for an explanation of what documents are acceptable as evidence of your disability.

Continue on a separate sheet if necessary

## 3. Previous applications for DSA

Have you ever previously applied for DSA?

- No    Go to part 4
- Yes    Give details of all previous applications below

If your Needs Assessment was carried out within the last five years, please include a copy of your Needs Assessment report.

Who you applied to such as Student Finance England or university/college	Date you applied	Outcome including details of the support you have previously received

Continue on a separate sheet if necessary

## 4. Applicant's declaration

**We cannot assess your application for Disabled Student Allowance (DSA) unless every section is fully completed and the form is signed and dated.**

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 that confirms the person's identity, the fact that they are acting on your behalf and a specimen signature.

- I understand that the NHSBSA cannot be responsible for meeting the costs of establishing my disability.
- I authorise the NHSBSA to use part of my DSA to pay for a Needs Assessment in higher education.
- I understand that the recommendations in my Needs Assessment will form the basis of my application for DSA.
- I authorise the NHSBSA to confirm to the Disability Officer at my university/college and/or my assessor whether funding for an assessment of need, items of specialist equipment and support has been approved.
- I authorise the NHSBSA to contact the Disability Officer at my university/college and/or my assessor if further information is needed to support my claim.
- I authorise the NHSBSA to pay the providers of my training and/or support directly.
- I understand that if I do not enrol in training I will be required to refund any advance payment of DSA made to me or my nominated supplier.
- I have provided full details and documentary evidence of all previous claims for DSA.
- I will inform the NHSBSA of any change in my circumstances such as a change of address, course or my disability, including a decision to withdraw from my course of study.
- If I am overpaid DSA for any reason I will repay the excess amount.
- I understand that if I give the NHSBSA false information, or fail to give complete information, I may be prosecuted, my application for student support may be cancelled and any future application may be rejected.

Full name

Signature

Date

## 5. Posting this form to Social Work Bursaries

- Keep** a photocopy of all documents sent for your own records. The NHSBSA cannot take responsibility for applications and evidence lost in the post.
- Attach** a pre-paid, self-addressed Special Delivery envelope if you are sending supporting documents to us, so we can return them to you securely and you can track them once they leave us. If you do not provide this we will return your documents by second class post.
- Pay** the correct postage and write your name and address on the back of the envelope to avoid your mail going astray.
- Post** If you are sending your application by Special Delivery, make a note of your Special Delivery reference number.

Post this form by **Special Delivery** to guarantee it is delivered to:

Social Work Bursaries  
PO Box 141  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 9AS

### Data Protection Act 1998

The NHSBSA will use the information that you have provided for the assessment of your application and for the prevention and detection of fraud. We may contact you to discuss your application by any methods you have provided. Your personal data will be deleted from our systems and files no later than seven years after the month in which your application is assessed. We will not disclose your personal data to any third party other than:

- universities/colleges
- local authorities
- organisations from which you receive benefits, bursaries, grants or support
- the Home Office
- Student Finance England
- the Student Loans Company
- HM Revenue & Customs

We will not transfer your personal data outside of the European Economic Area.