

DSA application process and timeline

Step 1	 Contact the Disability Advisory Service and complete a registration form Download a Disabled Students' Allowance (DSA) application form Send completed DSA application to your funding body with supporting evidence of your disability
Step 2 2-3 weeks	 Funding body assesses your DSA application and issues an 'eligibility letter' confirming you can attend a Study Needs Assessment
Step 3 2-3 weeks	 Contact the Oxford University Assessment Centre (<u>www.ouac.co.uk</u>) to arrange a Study Needs Assessment, or find an accredited centre more local to you via <u>www.dsa-qag.org.uk</u>
Step 4 2-3 weeks	 After your assessment the centre will send a report to you for your records, and to the funding body for approval
Step 5 1-2 weeks	 Funding body issues a 'DSA entitlement letter' confirming the support they have agreed to pay for and how to go about arranging support
Step 6 2 weeks	 Contact equipment supplier to arrange delivery (if relevant) - we can assist with ordering equipment on request The Disability Advisory Service will also help implement any approved human support (e.g. SpLD tutors) or recommendations for institutional adjustments

Please note that the above process applies to students funded by Student Finance England and Student Finance Wales. More information about the DSA application process for the other funding bodies is available on the <u>relevant websites</u>.