

## Social Work Bursary

# Application form for Disabled Students Allowances (DSAs)

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

**Important note:** DSAs are 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.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas)

### Introduction

DSAs are intended to help you with extra costs you might have to meet whilst attending your course due to a disability or specific learning difficulty. The allowances can help with the cost of non medical 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 Specific Learning Difficulty (SpLD) such as dyslexia or dyspraxia, you should provide a diagnostic assessment from a practitioner psychologist or other suitably qualified specialist teacher. The diagnostic assessment must have been carried out after your 16th birthday to be valid for the purposes of your DSAs application.

If you require a post-16 assessment, your university disability advisor may be able to assist you in organising this.

For any other disability or medical condition you should submit a recent letter from your GP or consultant, or other qualified medical practitioner or appropriate specialist. This should state the nature of your disability and ideally should also briefly explain how it impacts upon you.

or evidence from a GP or consultant, or other qualified medical practitioner or appropriate specialist. Medical evidence should state the nature of the student's disability and ideally should also briefly explain how the student's disability impacts upon them.

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

## Contacts

If you have any questions about DSAs 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)**

Web: [www.rnib.org.uk/student](http://www.rnib.org.uk/student)

### **Action on Hearing Loss**

Web: [www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)

### **National Union of Students (NUS)**

Web: [www.nus.org.uk](http://www.nus.org.uk)

### **The British Dyslexia Association (BDA)**

Web: [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

### **Equality Advisory and Support Service**

Web: [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

## Social Work Bursary

### Application for Disabled Students Allowances (DSAs) for students on Postgraduate Social work courses.

#### 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 when you register.**

Title  Mr  Mrs  Ms  Miss  Other

Surname or family name

First name

Other names

Previous names

Date of birth

Address

Preferrred contact telephone number

Email

##### 1.2 About your university

Give the name of the university 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 DSAs

Have you ever previously applied for DSAs?

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

If you have had an assessment of study needs carried out within the last five years, please enclose a copy of the report with this form.

Who did you apply to (e.g. Student Finance England)	Date you applied	Give brief details of any support you received

Continue on a separate sheet if necessary

## 4. Applicant's declaration

**We cannot assess your application for Disabled Students Allowances (DSAs) unless every section is fully completed and the form is signed and dated.**

If your disability makes it impossible for you to complete and 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 DSAs to pay for a an assessment of study needs in higher education.
- I understand that the recommendations in my Study Needs Assessment will form the basis of my application for DSAs.
- I authorise the NHSBSA to confirm to the Disability Officer at my university 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 and/or my needs 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 DSAs made to me or my nominated supplier.
- I have provided full details and documentary evidence of all previous claims for DSAs.
- 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 DSAs 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 your application to us

- Keep** a photocopy of all documents sent for your own records. The NHSBSA cannot take responsibility for applications and evidence lost in the post.
- Enclose** a pre-paid, self-addressed envelope if you are sending supporting documents to us. You are advised to use Royal Mail Special delivery service as this enables us to return your documents 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 to:

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

## Privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

### Why we process your information

We will use the information you provide to:

- process your application for payment,
- detect and prevent fraud and mistakes and
- analyse general trends and correlations to support more effective planning of NHS services.

By law we must process this information on behalf of the NHS.

Your information will not be transferred outside the *European Economic Area*.

### Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information to check the records of:

- Higher Education Institutions
- HM Revenue and Customs
- The Home Office
- Student Loans Company
- Bodies performing functions on behalf of the above organisations

Information may be shared with the Department of Health and Social Care for the purposes of investigating and prosecution of fraud, or any other unlawful activity affecting the NHS.

Information may be shared with the Cabinet Office in relation to the National Fraud Initiative, which matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Anonymised information relating to your equality and diversity may also be shared with the Department of Health and Social Care to monitor the compliance with Equality law.

### Keeping your personal information

Your personal data will be deleted from our systems and files no later than seven years after your final payment has been completed.

### Your rights

The information you provided will be managed as required by Data Protection law including the General Data Protection Regulations (GDPR).

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From the 25 May 2018 you have the right to:

- request that your information be deleted if you believe the NHSBSA are keeping it for longer than necessary

Find out more about your rights and how we process information

[www.nhsbsa.nhs.uk/our-policies/privacy](http://www.nhsbsa.nhs.uk/our-policies/privacy).