

[Student Fullname]
ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3
POSTCODE

You need to write your Customer Reference Number on every document you send us.

Student Finance England
PO Box 210
Darlington
DL1 9HJ

www.gov.uk/studentfinance
0300 100 0607

Date: [Date]

Customer Reference Number: [CRN]

Dear [Student Title Surname]

Next steps to get your Disabled Students' Allowances [Academic Year]

We have reviewed your application and can confirm you are eligible for Disabled Students' Allowances (DSAs) for [Accepted Disability].

To make sure you get the right specialist equipment and/or services to help you complete your course you need to attend a Study Needs Assessment.

We explain what will happen next in three steps.

Step 1 – You book your Study Needs Assessment

You need to find an Assessment Centre near you and book an appointment. You can search for your nearest centre by going to www.dsa-qag.org.uk and entering your postcode. Book your appointment as soon as possible.

If you need help with this you could speak to the Disability Adviser at your university or college. Make sure you show them this letter.

The fee for your Study Needs Assessment will be deducted from your DSAs. We'll pay the Assessment Centre directly.

Step 2 – You attend your Study Needs Assessment

At the assessment you'll discuss with a Needs Assessor what type of disability related support you could get. You'll need to take this letter with you and show it to them. They'll also need to see a copy of your medical evidence before your appointment.

If you need to pay any travel costs to and from the Assessment Centre we can reimburse you if you send us your travel receipts.

After you've been for your assessment, the Needs Assessor will send us a report to tell us what specialist equipment and/or support they recommend. You (and your Disability Adviser, if you've given permission) will get a copy too. If you've got any questions about the report you should contact the Assessment Centre.

Step 3 – We review the recommendations and make our final decision

After we get the report from the Assessment Centre we'll review what they recommend and make our final decision. We'll then send you a DSAs entitlement letter.

Once you receive your entitlement letter, check it carefully because it will tell you what DSAs you're entitled to and what you can use them for. Then you can start to buy items, order equipment and arrange the specialist services it details. If you do this before getting your entitlement letter we won't be able to reimburse you for these costs.

If you have any questions please contact your Disability Adviser at your university or college.

Yours sincerely

The image shows a handwritten signature in black ink. The name 'Mark' is written in a simple, slightly slanted cursive style. To its right, the name 'Cassidy' is written in a more complex, looped cursive script.

On behalf of Student Finance England