

[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]

We need further information from you for your Disabled Students' Allowances (DSAs) application [Academic Year]

Thank you for your DSAs application.

We've been unable to accept your medical evidence for [Rejected Disability] because [insert reason].
(DELETE IF NOT APPLICABLE)

To enable us to process your application you need to provide medical evidence of your disability.
(DELETE ANYTHING IN BLUE IF NOT APPLICABLE OR ALREADY INCLUDED FROM APPENDIX)

Evidence of dyslexia or other specific learning difficulties:

For dyslexia or other specific learning difficulties we require a full diagnostic report which:

- has been carried out after the age of 16
- has been carried out by a practitioner psychologist or a suitably qualified specialist teacher holding a current Assessment Practicing Certificate

Your school Senco, or the Disability Adviser at your university or college may be able to help arrange this. Alternatively, you could look on the SpLD Assessment Standards Committee [SASC] website www.sasc.org.uk, Students Applying for DSA.

Evidence of a physical, sensory or mental impairment:

For a physical, sensory or mental impairment, please arrange for your doctor or other qualified medical professional to complete the enclosed disability evidence form. Alternatively your doctor or medical professional can provide a letter which confirms the following information:

- a diagnosis of your condition
- your condition is long term (more than 12 months)
- how your condition has an adverse effect on your ability to carry out daily activities

Evidence of autistic spectrum disorders

For an autistic spectrum disorder, please arrange for your doctor or other qualified medical professional to complete the enclosed disability evidence form. Alternatively you can provide any of the following documents:

- Statement of SEN and Transition Plans
- Individual Education Plans
- Learning Difficulty Assessments
- A letter from your doctor or medical professional which confirms the following information:
 - a diagnosis of your condition
 - your condition is long term (more than 12 months)
 - how your condition has an adverse effect on your ability to carry out daily activities

Evidence of visual stress, scotopic sensitivity or Irlen

For visual stress, scotopic sensitivity or Irlen we need a Visual Stress/Irlen Test Screening – by Optometrist, Optician, Orthoptist, Ophthalmologist or other qualified Irlen Screener or diagnostician.

If you need to pay for your medical evidence you could get funding from your university or college. Contact your Disability Adviser for further information. Medical evidence can be sent by post to the address at the top of this letter or emailed to dsa_team@slc.co.uk.

After we've received and processed your medical evidence, we'll send you a letter advising you of the outcome.

Your DSAs application is on hold until we receive the above information. You may receive chaser emails from us asking you to provide this information.

If you do not wish to continue with your DSAs application from Student Finance England please email us to confirm. You must use the email address registered on your account and state your full name and customer reference number.

For further information about DSAs go to www.gov.uk/studentfinance, call us on 0300 100 0607 or email us at dsa_team@slc.co.uk.

Yours sincerely

Two handwritten signatures in black ink. The first signature is 'Mark' and the second is 'Cassidy'.

On behalf of Student Finance England