

Study and Exam Support for Students on HE courses

- Process for DSA Assessments

As an HE student living in England you can apply for a Disabled Students' Allowance (DSA) if you have a disability, including:

- Long-term health condition
- Mental health condition
- Specific learning difference (SpLD), e.g. Dyslexia/Dyspraxia/ADD etc.
- Autistic Spectrum Disorder

You must meet the definition of disability under the Equality Act 2010 in order to apply for a DSA.

You may not have had any specialist learning support whilst at school or college but now that you have started on your degree programme you might feel that you would benefit from one to one specialist support. If this is the case, you should;

- Contact the HE Disability Support Advisors (HElearningsupport@sparsholt.ac.uk) who will meet with you and complete a short initial assessment (this will take about 45 minutes) after which they will advise you on the likelihood of being entitled to DSA support.
- To apply for the DSA you will need to provide a post-16 diagnostic assessment report from an Educational Psychologist or Specialist Teacher which will cost you approximately £350. You may wish to organise this yourself.
- Check your eligibility to apply for a University Centre Sparsholt bursary (<https://www.sparsholt.ac.uk/wp-content/uploads/2014/10/College-Bursary-17-18-Application-Oct-2017.pdf>) to cover the cost of the diagnostic assessment. You may be eligible if you are a:
 - 1st generation HE student
 - OR
 - Have a household income less than £30,000

You will be expected to contribute a minimum of £50 towards the cost of a diagnostic assessment organised by us on your behalf.

- Complete the diagnostic assessment (The Disability Support Advisors can put you in touch with independent people who conduct the assessment with you).
- Submit your DSA form plus your assessment evidence to Student Finance England.
- Student Finance England (SFE) will notify you when they approve your claim for a DSA and will authorise a meeting with a Study Needs Assessor (if you have already been receiving interim

specialist mentoring or tuition at Sparsholt, and if your preference is for your support to be provided at Sparsholt you will need to tell the Needs Assessor this at your meeting).

- Once you have received your Needs Assessment report SFE will approve the recommendations made in the report, and will write to you (in the DSA2 letter) to let you know exactly what funding has been put in place for you to use. Once you have this confirmation you can go ahead and order your equipment and book your support sessions with the specialist supplier named in the DSA 2 letter. The invoices for any equipment/software will be sent directly to SFE on your behalf.
- Take your DSA2 letter to the Disability Support Advisors and book your appointments for your specialist support. They will also need to have a copy of your diagnostic assessment and Study Needs Assessment report.

For long-term health, mental health and ASD conditions you will need to provide a letter from your doctor or consultant specifying the impact of your disability on your ability to study. University Centre Sparsholt are unable to arrange assessments for long-term health or mental health conditions, however you may still be able to apply for a bursary(<https://www.sparsholt.ac.uk/wp-content/uploads/2014/10/College-Bursary-17-18-Application-Oct-2017.pdf>) if there is a cost associated with the medical assessment.

If your support is provided by an external agency (named on your DSA2 letter) you will need to send them a copy of '**Information for Agencies providing DSA support at University Centre Sparsholt**' found on the website at: <https://www.sparsholt.ac.uk/university-centre/support-resources-higher-education/>

If you have any queries relating to;

DSA assessments, study support or mentoring, please contact HELearningsupport@sparsholt.ac.uk

Bursary applications, please contact student.funding@sparsholt.ac.uk