

Disability Services



UNIVERSITY OF LEEDS



Prospective Student Handbook

Disability Services

Chemistry West, Woodhouse Lane, Leeds, LS2 9JT
Phone: 0113 343 3927 Email: disability@leeds.ac.uk

Please note: To access the most recent handbook please visit:
www.students.leeds.ac.uk/disabilityservices

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@UoLDisabilityTeam



@UoLDisability



@uoldisabilityservices

Welcome



Tom Ward
*Deputy Vice
Chancellor of
Student Education*

Thank you for thinking of studying at Leeds.

A very warm welcome to you. The University of Leeds is committed to enabling talented students to participate fully in the opportunities we provide, and Disability Services plays a key role in this. The Leeds approach to education, bringing together the Leeds Curriculum, the Leeds Partnership and LeedsforLife, has been recognised in our 2017 University of the Year award: and our 'Gold' rating in the national Teaching Excellence Framework.

It can be difficult to manage such an intense University education with a visible or invisible disability, but be assured you are not doing so on your own. I wish you well in your studies and wider University life.



Simon Morris
*Assistant Head
of Student Support*

Here at Disability Services we provide advice, guidance and support to both current and prospective disabled students. We work closely and in partnership with disabled students, academic departments and other services to improve access and navigate barriers for disabled students.

This handbook is designed to help you understand more about disability support at the University of Leeds and highlights other types of support and funding which may be available to you. We encourage you to discuss your requirements with us so that we can work together to assist you in realising your full potential as a student at the University of Leeds.

An introduction to Disability Services

Welcome to Disability Services. Disability Services recommend reasonable adjustments for disabled students whilst studying at the University of Leeds. These adjustments are coordinated by our Disability Advisory Team, schools and other services on campus.

There are a number of ways to access support and in this handbook you can find out more about the support we provide, how to set up support with us and external funding you may be eligible to apply for.

Who can Disability Services support?

We support a wide range of students who meet the definition of a disability as defined by the [Equality Act 2010](#) and may have diagnoses such as*:

- Are deaf or hard of hearing
- Are blind or partially-sighted
- Have a physical disability, and/or mobility difficulties
- Have a specific learning difficulty (SpLD - for example dyslexia or dyspraxia)
- Have a developmental learning or behavioural condition (for example, AD(H)D)
- Are on the autism spectrum (for example Asperger Syndrome)
- Have a mental health condition
- Have a long-term medical condition (for example, chronic fatigue syndrome, asthma, epilepsy, diabetes, cancer from the point of diagnosis, HIV)

*This list is not exhaustive. If you are unsure if you are able to access support please [contact](#) Disability Services as we have a drop in service to find out more. Our contact details are on the cover of this handbook.

What support and services may be available?

If you have an offer to study at Leeds, or are an existing student Disability Services can start to plan your support. Support can include:

- Induction and transition activities
- Access to campus-based computers with assistive technology
- The loan of equipment to support you in your studies
- Adaptations to university accommodation
- Modified and alternative exam arrangements
- Extended library loans
- Information and support from Disability Services
- Personal Assistant and/or note-taker support
- Transcription services for accessible text
- Receiving handouts and lecture presentations in advance

This list is not exhaustive and support is identified on an individual basis.

There is also another type of support that you may be eligible for called the Disabled Students' Allowances (DSA). This is government funded support that is paid for by national student financial bodies such as Student Finance England (or equivalent bodies in Scotland, Wales and Northern Ireland). The types of support they can offer are:

- Specialist Equipment Allowance – Assistive technology software via a one-off payment covering items required for your studies. Please note that if you require a computer, you will need to pay the first £200.
- Non-Medical Helper Allowance – People who provide support services such as study skills tutors or a sign language interpreter.
- Travel Allowance – Additional costs incurred as a result of your disability.
- General Allowance – Payment to cover other disability-related expenses such as photocopying and braille books.

For more information on Disabled Students' Allowances, please see page 22 of the handbook.

Should I declare my disability?

We encourage you to tell us about your disability so that we can work with you to make adjustments to your learning and teaching, and so that we can set up your support and exam arrangements.

You can tell us about your disability in a number of ways:

- On your application form (e.g. UCAS application)
- By contacting us and letting us know (details can be found on the back page)
- By completing our sign-up form.

Offers are made based solely on academic criteria. Declaring a disability does not affect your application and information about disability is not used when considering academic eligibility for the chosen programme of study. It is reviewed in order to identify the potential study-related support requirements, and the eligibility for disability-related support funding. This then means we are able to work with you to make sure your support is in place.

The University of Leeds will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

How do I register with Disability Services?

In order to register with Disability Services, you will need to complete two actions:

- **Complete the Disability Services Sign up form**
- **Provide suitable evidence**

Students who are made an offer of a place are contacted by Disability Services soon after with an introductory email, explaining the steps to set up your support.

STEP 1: To start the process for setting up support with us, you need to complete an online sign up form to register with our service. This gives you the opportunity to tell us about your disability, provide us with supporting documentation confirm how we can use your information.

If you have not received an email from us with a link to our sign-up form, you can visit our website on:

<http://students.leeds.ac.uk/settingupyoursupport>.

If you have any questions when filling in your form, or if you would like to speak to a member of the team about your circumstances, please contact us.

STEP 2: You must provide us with suitable evidence of your disability. See below for more information on evidence.

We cannot identify or put support in place until both steps are complete.

What evidence do I need?

The type of evidence we need will depend on your disability and the level of support you wish to access.

For all disabilities other than Specific Learning Difficulties (SpLDs - such as dyslexia – see below) we require one of the following:

- A letter from a GP, consultant or other medical professional
- A diagnostic report.

This evidence should:

- Be on **official** headed paper
- Be as **up to date** as possible - this is not vital if it is a long-term or life-long condition
- Give a clear **clinical/medical** diagnosis of a disability that is likely to affect your ability to do every day, or academic, tasks

- Clearly state that your disability is **long term** (eg has lasted for, or is likely to last for, at least 12 months)
- Indicate the **impact** your disability has on your daily life and/or studies
- Must be written in **English**

Specific Learning Difficulties such as Dyslexia

The level of support you can receive at University will depend on the type of evidence you have provided. You may need to seek further evidence in order to get the support or exam arrangements you need.

The table below details what support you may be able to access depending on the evidence you have:

| If you have provided... | Level of support you can receive |
|--|--|
| <ul style="list-style-type: none"> • A letter or other document from your school, college or previous university, which confirms that the you had exam arrangements, what these were, and the reason • JCQ (Form 8) confirming that you had exam arrangements in your previous school or college | <p>We may recommend temporary exam arrangements for 1 semester only, as long as the evidence is received by Disability Services by the published deadline. Your exam arrangements will be removed after 1 semester and you must provide further diagnostic evidence to receive ongoing exam arrangements or other support.</p> |

| If you have provided... | Level of support you can receive |
|--|--|
| <ul style="list-style-type: none"> • A report from a psychological assessment carried out before your 16th birthday which confirms your diagnosis of specific learning difficulties (e.g. dyslexia). This should have been carried out by carried out by an educational psychologist or specialist teacher. | <p>Some types of adjustments are available on provision of a pre-16 report and may include ongoing exam arrangements and a range of University reasonable adjustments:</p> <ul style="list-style-type: none"> • <i>Permission to audio record / access to Lecture Capture</i> • <i>Marking consideration</i> • <i>Consideration of flexibility with deadline extension requests</i> |

| | |
|---|---|
| | <ul style="list-style-type: none"> • <i>Lecture materials in advance of teaching</i> • <i>Directed reading lists</i> • <i>Written instructions</i> • <i>Extended library loans</i> |
| <ul style="list-style-type: none"> • A report from a psychological assessment carried out after your 16th birthday which confirms your diagnosis of specific learning difficulties (e.g. dyslexia). This should have been carried out by an educational psychologist or specialist teacher | <p>We may recommend a wider range of ongoing exam arrangements and university support. You may be entitled to specialist 1-1 study support funded by the university and may also be eligible to apply for Disabled Students' Allowance. This can fund assistive technology and additional specialist 1-1 study support.</p> |

| If you have provided... | Level of support you can receive |
|---|--|
| <ul style="list-style-type: none"> • A Needs Assessment Report- carried out as part of an application for Disabled Students Allowances | <p>An active DSA application for the current academic year means that you are eligible to receive reasonable adjustments from the University as well as any assistive technology, 1-1 support and other support recommended in your report. If you are not sure how to access the support that you've been recommended, please speak to Disability Services.</p> |

The University of Leeds does not offer a diagnosis service. However if you are looking to arrange a post 16 diagnostic assessment contact Disability Services for information.

Postgraduate (Taught and Research) Students

- If you already have a Study Needs Assessment from your Undergraduate degree, you can provide this as evidence
- If you studied in Leeds for your Undergraduate degree, please inform Disability Services and we can update your records and advise appropriately
- Please note, if you require support from Disability Services, you will need to register with Disability Services and provide evidence. Information about how to complete your registration can be found by visiting: <http://students.leeds.ac.uk/settingupyoursupport>

Unsuitable Evidence

Please note that the following types of documentation are not usually sufficient to access ongoing support or permanent exam arrangements at university:

- 'Form 8' JCQ forms
- 'Access Arrangement' forms
- Results of an SpLD/ dyslexia screening test e.g. Quick Scan
- School or exam board exam arrangement documentation where there is no clinical diagnosis
- Medical letters which do not meet the criteria set out above, or where there is no clinical diagnosis

If you are unsure about your evidence, or finding it difficult to obtain, please contact us to discuss this further: telephone 0113 343 3927 or email disability@leeds.ac.uk.

For information about providing evidence, please visit:

<https://students.leeds.ac.uk/providingevidence>

When do I contact Disability Services?

If you would like to contact us with any questions regarding accessing support, you can do by: emailing disability@leeds.ac.uk or calling 0113 343 3927.

Disability Services are open year round and we provide advice and guidance to pre-applicants, applicants and existing students. You can get in contact by email, phone and by visiting us (contact details on handbook cover).

Before you arrive

- If you indicate on your application that you are disabled and later receive an offer we will contact you shortly after with a welcome email. For UCAS students that is usually around Easter time.
- [Service Information Days](#) – we host these events for offer holders throughout the summer. This is a chance to meet our team face-to-face, register with the service if you have not already done so and to ask any questions you may have before the start of your course. There will be talks and events throughout the day. If you would like more information about these days and how to book, please contact our reception team (contact details on handbook cover)
- You can contact us year round and prior to starting your course.

Once you are here

- Throughout the year, on week days, we hold daily drop-in sessions where we can discuss the types of support available, how to set up support with us and guide you through the process of applying for Disabled Students' Allowance and accessing support. Please contact us for our current drop-in times.
<https://students.leeds.ac.uk/disabilityservices>

How we use your information

In order to support you, we may need to share information about your disability with other people in the University. We only share information where necessary and on a “need-to-know” basis. This means that we will only share sufficient information to resolve any issues, and only with the people involved in resolving these.

We will not share information with people outside the University, except where you have given your explicit permission and where this is necessary. This might include your DSA study needs assessor or your funding body (see below).

The University does not normally discuss students with their parents/guardians or other family members. You can give us permission to be able to discuss your support with your parents, family members or representatives by completing our Consent to Share Form. Please let your Disability Coordinator know if you want to do this.

For more information on how we use your information, visit:

<https://students.leeds.ac.uk/confidentiality>

Meet the Teams

Disability Services is comprised of 3 teams; the Front of House Team, the Disability Advisory Team and the Support Worker Team. We also work in partnership with the RNIB Transcription Service at the University of Leeds and the Leeds Assessment Centre.

Front of House Team

Our friendly Front of House Team is based at Reception in Disability Services. Their day-to-day role includes:

- Making initial contact with applicants and current students
- Providing information on the process for accessing support
- Answering initial enquiries
- Running daily drop-in sessions every week day

- Providing information on funding available including Disabled Students' Allowance

Disability Advisory Team

Our Disability Advisory Team consists of Disability Coordinators and Disability Advisors.

This team provide support, advice and guidance to students regarding all aspects of disability in relation to learning and teaching. They will process the information you provide in your sign up form and evidence; and will recommend reasonable adjustments including recommendations for support and exam access arrangements. They also offer advice on funding and external sources of support.

Disability Coordinators are assigned according to the faculty you will be, or are, studying in; and they will work closely with your faculty to ensure your support is in place. Disability Coordinators also have specialist expertise in a number of areas including:

- Specific Learning Difficulties (e.g. dyslexia)
- Autism
- Physical disabilities
- Mental Health

Disability Coordinators are happy to offer advice and guidance prior to the start of your studies.

Support Worker Team

Our Support Worker Team coordinates different types of one-to-one support for students with DSA and other funding. If you have been recommended these types of support (and your funding body has selected us as the provider) this team will make any arrangements for that support to be put in place. **It can take time to get support in place**, so if you think you will require support from any of our support workers, please contact us as soon as possible.

Types of one-to-one support may include:

Personal Assistants/ library support (PAs) – can help you to access services and venues across the University. Our PAs offer support with

tasks such as retrieving, returning and locating books at the library. They can assist with computer work, assisting with physical tasks where appropriate, mobility support and orientation or guiding.

Note-takers – provide you with a set of summarised notes for each of your taught sessions (lectures, seminars etc.). A note-taker will attend your timetabled sessions and take notes on your behalf according to your note-taking request. Depending on your requirements and support recommendations this may be for certain types of sessions and may be handwritten notes, typed notes or real-time electronic notes.

Specialist Mentors - meet with you on a one-to-one basis, either regularly or as required. They can support you to implement strategies to assist with organisation, time-planning and managing your workload; maintaining motivation, focusing on academic progress and engaging with university life; making contact with your academic department and other services; understanding coursework requirements, and breaking down work into manageable pieces; orientation and signposting to sources of information and support.

Study Skills Tutors - meet with you on a one-to-one basis, either regularly or as required. Study skills support is aimed specifically at supporting students with academic skills. Tutors can support you to develop strategies on how to approach: grammar, spelling and punctuation; academic writing skills and essay structure; revision schedules and strategies; proofreading strategies and referencing; research and resource management; developing presentations; note-taking and reading strategies.

British Sign Language (BSL) Interpreter Support - If you have been recommended support from a British Sign Language Interpreter, we can source and arrange this for you. You can contact the Support Worker Team for more information by emailing supportworkerteam@adm.leeds.ac.uk or phoning us on 0113 343 3927.

These are not exhaustive definitions of the roles of our Support Workers - all our support schemes are flexible and responsive to the individual requirements of students.

Partner Teams

RNIB Transcription Service

The RNIB Transcription Service is based within Disability Services and works in partnership with the University to provide transcription of academic material - print and inaccessible electronic source files - into large print, electronic text, braille, digital audio and tactile diagrams. All transcription is tailored to individual requirements. In addition, they have access to RNIB Bookshare - an online digital academic collection - which secures files from publishers and other transcription suppliers.

There is no need to wait for a support recommendation through a DSA Needs Assessment or from a Disability Coordinator as this service does not require additional funding.

You are eligible to use the service if you have:

- a visual impairment (blind or partially sighted)
- a specific learning difficulty (such as dyslexia)
- a neurodevelopmental disability (such as autism, AD(H)D)
- a physical disability which affects your use of printed materials

If you think you might need transcription please contact the RNIB Transcription Service directly as early as possible, as it can take time to produce transcription

You can contact the RNIB Transcription Service by phoning 0113 343 3929, or you can email leedstrans@rnib.org.uk.

Leeds Assessment Centre

The Leeds Assessment Centre is based in Disability Services and provides Study Needs Assessments for disabled students who have applied for Disabled Students' Allowances. If you have received authorisation (usually a letter) from your funding body telling you to arrange a Study Needs Assessment, you can book in with the

Assessment Centre.

To Contact the Leeds Assessment Centre email assessmentcentre@leeds.ac.uk or phone 0113 343 3927. The Assessment Centre can also advise on matters relating to Disabled Students' Allowances and the assessment process.

Student Counselling and Wellbeing

Student Counselling and Wellbeing comprises of the Mental Health Team, Student Counselling and the Wellbeing Team. They also offer a range of workshops and groups throughout the year, such as, 'dealing with parental loss', anxiety management, meditation sessions; as well as a self-help library and self-help resources including downloadable MP3s.

To access support from Student Counselling and Wellbeing please fill in the online form at: <http://students.leeds.ac.uk/counsellingandwellbeing>

[Big White Wall](#) is also a service which provides 24/7 online peer and professional support, with trained counsellors, for more information visit: <https://www.bigwhitewall.com>

Campus information

Accessibility

The University of Leeds is a large and dynamic campus in the heart of the city. However, it is built on a hill and has numerous old buildings which means that accessibility can be a challenge at times.

There is a North-South campus access route which provides a step-free route across campus for anyone who has access requirements. The route begins at the main entrance of the University and ends at the Worsley building. It is marked by internal and external signage and involves the use of lifts at some points. Outside of the main University opening hours, you will need a key to access the North-South campus route. Fobs are available and coordinated from the campus security team. Section B of the application form for this fob can be signed by your Disability Coordinator.

To apply for a fob from campus security you need to complete an application form which can be found at:

<http://students.leeds.ac.uk/accessiblefacilities>

Access Fund

This is a fund which can cover short-term support for non-academic related activities where there is no other source of support available. To find out more information and what this funding can support, please visit:

<https://students.leeds.ac.uk/accessfund>

Accommodation

If you anticipate additional requirements for your accommodation, when applying for accommodation, answer “Yes” to the question: *“Do you require accommodation which is adapted or do you require a specific type of accommodation because of a disability/medical condition?”*

You should also complete an Additional Requirements Form. Some students may also be eligible for a reduction in rent if they require specific accommodation for disability related reasons.

You can contact the Accommodation Office for further information by email at accom@leeds.ac.uk, by phone on 0113 343 7777 or visit <https://accommodation.leeds.ac.uk/> for more information.

Leeds University Union

Leeds University Union is the Students’ Union on campus. They have over 30,000 members. They are a student-led charity providing clubs and societies, advice, campaigns and events on campus. You can find out more about them on their website: <https://www.luu.org.uk/>.

Campus Map

You can find an interactive campus map at www.leeds.ac.uk/campusmap. You can also download a large print version from this link.

AccessAble

The University of Leeds work in partnership with AccessAble, a national organisation who creates a detailed access guide to our spaces and buildings. The aim of the guide is to give the disabled user useful,

accurate and detailed information about the access and facilities available.

To see the University access guides, please follow this link;
<https://www.accessable.co.uk/organisations/university-of-leeds>

Car Parking

If you require car parking as part of your reasonable adjustments to study, please seek advice from your disability coordinator or contact Disability Services. Contact details can be found the the cover of this handbook.

For general information about Car Parking please visit:
<http://carparking.leeds.ac.uk/contact-us/>.

Useful Resources on Campus

Assistive Technology

There are assistive technology applications available across campus which are free for students to access. These include:

- 'TextHelp Read & Write' for help with reading and writing tasks
- 'Inspiration' and 'MindView' which are mind-mapping software
- 'Dragon Dictation' which is voice recognition software available in the disabled students' rooms in the Laidlaw Library
- Outlook: use the calendar and tasks functions to set reminders.

Lecture Capture

The majority of lectures are audio or visually recorded, and are available to use on Minerva (the virtual learning environment) following your lecture. This is not intended to be a substitute for attending lectures, but allows you to revisit and review content at your own pace, and aids preparation for both assignments and exams.

Skills@Library

The Skills@Library team help students improve and develop their study skills, including note-taking, referencing, revision and time management skills. There are online tutorials, free workshops and the option to meet one-to-one with a Learning Advisor. The Skills Zone is based on the first floor of the Laidlaw Library. More information is available at:

<https://library.leeds.ac.uk/skills>

Your School

Within your school, there are a number of useful resources available to you:

- Each school has a Disability Contact who is responsible for working with relevant staff members, including personal tutors and module leaders, to ensure that appropriate arrangements are put in place for you within the school.
- A list of Disability Contacts can be found on our website at: <https://students.leeds.ac.uk/disabilitycontacts> or you can ask in your School's office
- Visit your Student Support Office to find out what support is offered in your school
- Speak to your personal tutor for advice and guidance
- Contact your lecturers/supervisors if you require clarification on points raised in your lectures. Often lecturers hold office hours where you can drop-in or you are welcome to send them an email

Online Resources

Useful Information

Disability Rights UK - www.disabilityrightsuk.org

Disability Rights UK provide a number of factsheets with information about funding in Higher Education for disabled students and applying for Disabled Students' Allowances.

Disabled Students Allowances Quality Assurance Group (DSA-QAG) -
<https://www.dsa-qag.org.uk/>

DSA-QAG provides information on booking a study needs assessment and locating an assessment centre near you.

yourDSA - <http://www.yourdsa.com/>

yourDSA produce step-by-step guides for: The Disabled Students' Allowance (DSA) and Access to Work (AtW), including contact directories for: diagnostic assessments, needs assessments, assistive technology, specialist support, and assessments for work.

Leeds City Council - <http://www.leeds.gov.uk/>

The official local authority website for Leeds providing information on local services. They provide information about local services available such as applying for Blue Badges, playing disability sport and housing.

Useful Contacts

NHS BSA Student Bursaries

0300 330 1345

www.nhsbsa.nhs.uk/students

Student Awards Agency for Scotland

0300 555 0505

Textphone: 0131 244 5107

www.saas.gov.uk

Student Finance Northern Ireland

0300 100 0077

Textphone: 0300 100 0625

www.studentfinancenir.co.uk

Student Finance Wales

0300 200 450

Textphone: 0300 100 1693

www.studentfinancewales.co.uk

Student Finance England

0300 100 0607

www.gov.uk/disabled-students-allowances-dsas

Frequently Asked Questions

Can Disability Services help me set up non-academic support (such as personal care and help with attending social activities)?

Disability Services provides support related to navigating academic barriers. For students who need other types of support they may need to involve other agencies. For example:

- Support with personal care will continue to be arranged by your local authority. For example [Leeds City Council](#). Please note: you will need to contact your local home authority for further information.
- Leeds University Union (LUU) offers free, confidential and impartial advice on finances, including applying for state benefits. For more information, please visit:
<https://www.luu.org.uk/student-help-support/>
- The Accommodation team at the University has obligations as a landlord to support students to ensure University accommodation meets your needs. For more information, please visit:
<https://accommodation.leeds.ac.uk/>
- There is also the Finance team who provide guidance on the support available around finance and funding outside of Disability Services. For more information, please visit:
<https://students.leeds.ac.uk/Finance>
- Student Counselling and Wellbeing also provide emotional, psychological and mental health support. For more information about their services, please visit:
<https://students.leeds.ac.uk/counsellingandwellbeing>

What if I'm not happy with my support?

Disability Services aim to set up your support to suit you. However please contact our friendly reception team by calling 0113 343 3927 or email us at disability@leeds.ac.uk if you would like to raise any concerns or suggest changes to your support.

Is there a disabled students' society?

Leeds University Union (LUU) has a Disability Action Society who aim to provide a safe and friendly way of meeting other disabled students and those with an interest in promoting equality and diversity at the University. They are on facebook, their page can be found on: www.facebook.com/groups/leedsdag or you can find their contact details on the LUU website at: www.luu.org.uk/clubs-and-societies/

Disabled Students' Allowances

Disabled Students' Allowances (DSA) are funding provided by Higher Education Funding Bodies to pay for additional support to help you to manage the impact of your disability on your studies. This may include the provision of assistive technology and relevant training, support from people and assistance with travel costs.

If you are eligible for funding from any of the following funding bodies you should be eligible for additional disability-related funding:

- Student Finance England
- Student Finances Wales
- Student Finance Ireland
- Student Awards Agency for Scotland
- NHS Awards Agency for Scotland
- NHS BSA Student Bursaries
- A Research Council

In most cases you do not have to be in receipt of a student loan in order to apply for DSA, you just need to be eligible for one.

How do I apply for Disabled Students' Allowances (DSA)?

If you are eligible for a student loan through Student Finance England, Wales, Northern Ireland, or Student Awards Agency for Scotland you can find further information and application forms on their websites. Alternatively you can find information at www.yourdsa.com

If you are or will be in receipt of an NHS Bursary, you will need to apply for DSA through your BOSS (Bursary Online Support System) account. You can find more information at www.yourdsa.com

If you are funded by a Research Council, you will need to discuss further funding with your Disability Coordinator.

What is a Study Needs Assessment?

A Study Needs Assessment is where you will meet with an Assessor to discuss how your condition affects your studies and what support can be recommended to help you in your studies. The assessment isn't a test and there are no right or wrong answers, instead it is an informal face-to-face discussion where you may have equipment and/or software demonstrated to you that you may find useful in your studies.

Once the assessment has finished your Assessor will write a report where they will recommend any potential equipment, software and/or support that may help you in your studies. Your Funding Body will then confirm the recommendations in the report and will send you a letter with a list of the support and how to go about arranging this.

What if I am not eligible for DSA funding?

If you are not funded by any of these funding boards (for example you are an international student), please contact your Disability Coordinator who will help you access other funding. Please be assured that all disabled students at the University of Leeds are eligible for funding and support.

Applying for Disabled Students' Allowance (DSA)

This is an outline of the DSA application process, if you are applying for DSA from Student Finance England. Other national funding bodies work in a similar way.

Obtain DSA form from your funding body, through your SFE account, from Disability Services, or download from <https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim>. Complete and return with evidence of disability

Funding body writes to you granting DSA approval and asking you to arrange a Needs Assessment

Funding body writes to you refusing DSA approval.

Possible actions for you:

- Follow the guidance provided in the letter
- Contact funding body for advice
- Contact Disability Services

Contact a DSA Assessment Centre and arrange for a Needs Assessment.

- There is a University of Leeds Assessment Centre – email assessmentcentre@leeds.ac.uk or phone 0113 343 37252
- There are Assessment Centres across the UK – see www.nnac.org for details

Once your Needs Assessment report is written and finalised, copies will be sent to:

- You
- Your funding body
- Your University (Disability Services)

Funding body writes to you authorising funding for all support recommendations in the Needs Assessment report

Funding body writes to you and does not authorise funding for all support recommendations.

Contact your Assessment Centre for further advice and guidance.

Follow the instructions on the letter from the funding body to obtain the support they have agreed to fund.

We know the application process for DSA can be complicated and confusing. If you're not sure what to do, contact Disability Services at disability@leeds.ac.uk or on 0113 343 3927, or come in person to talk with our Front of House team.

Contacting Disability Services

Front of House

0113 343 3927

disability@leeds.ac.uk

Mental Health Team

0113 343 7458

smha@leeds.ac.uk

RNIB

0113 343 3928

Vibi.Rothnie@rnib.org.uk

Leeds Assessment Centre

0113 343 7537

assessmentcentre@leeds.ac.uk

Support Worker Team

0113 343 4399

supportworkerteam@leeds.ac.uk

The Process for Accessing Support

1

- Complete our online **Sign Up** form
- Find the form at www.students.leeds.ac.uk/settingupyoursupport

2

- Send us appropriate **evidence**
- Find guidance on evidence at www.students.leeds.ac.uk/providingevidence

3

- While we process your information, **apply** for disability-related funding (such as DSA)
- Find information about funding and eligibility at www.students.leeds.ac.uk/disabledstudentsfunding

If you're not sure where you are in the process, or you have questions or concerns about registering, contact Disability Services using the below details.

Disability Services

0113 343 3927

disability@leeds.ac.uk

<https://students.leeds.ac.uk/disabledstudents>



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