# 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.

Step 1: 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

Either Step 2 or Step 3:

Step 2: 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

Step 3: Funding body writes to you granting DSA approval and asking you to arrange a Needs Assessment

Step 4: 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 7252
* There are Assessment Centres across the UK - see **www.nnac.org** for details

Step 5: Once your Needs Assessment report is written and finalised, copies will be sent to:

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

Either Step 6 or Step 7:

Step 6: Funding body writes to you and does not authorise funding for all support recommendations. Contact your Assessment Centre for further advice and guidance.

Step 7: Funding body writes to you authorising funding for all support recommendations in the Needs Assessment report

Step 8: 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.