

Step 1 – Obtain medical evidence. This can be from your GP or a Specialist (for disabilities, long-term health conditions or for mental health conditions) or can be in the form of a diagnostic report from an Educational Psychologist (for dyslexia or other Specific Learning Difficulties).

Step 2 – The medical evidence that you obtain should be sent with your application for Disabled Students' Allowance (DSA) to your funding body, for example to Student Finance England (SFE) or the National Health Service (NHS). A copy of the medical evidence will also be needed for your Disability and Inclusion Advice Service (DIAS) personal file.

Step 3 – If your medical evidence is approved, your funding body will send you a 'go ahead' notification usually by letter or email advising you to arrange for a Study Needs Assessment (SNA) to be carried out.

Step 4 – Arrange your SNA. If you wish, the Disability Adviser can assist you with this, in which case please bring your 'go ahead' letter to a DIAS drop-in to organize your appointment with a Study Needs Assessor.

Step 5 – Once the SNA report is ready, it will be sent to you either electronically or in paper form (this is only if you specify that you want this to the assessor), and a copy will be sent to your funding body. You should check through the report and ensure you are happy with it.

Step 6 – Your funding body will write to you confirming if the support can be financed through the Disabled Students Allowance. This is known as the 'entitlement letter'. You should cross check the entitlement letter against the Study Needs Assessment report to ensure that everything is included.

Step 7 – You now need to make an appointment with the Disability Adviser to discuss how your support will be put in to place and to clarify any questions or concerns that you may have.

Step 8 – There are a number of things we are able to assist you with regarding your support e.g. arranging for a Non-Medical Helper, Learning Mentor, Specialist Study Tutor, and exam arrangements.

Step 9 - Please note that you will need to arrange your own support in terms of arranging appointments, claiming general allowances i.e. books, photocopying and consumables, ordering equipment, and arranging IT training.

DIAS = Disability & Inclusion Advice Service

