

A guide to completing your DSA1 Form 2024/25

DSA1 Notes

These notes are also available at www.studentfinanceni.co.uk

This notes booklet will help you answer the questions on the application form. It will also advise you about what evidence you will need to supply to allow us to fully assess your entitlement to Disabled Students' Allowance (DSA).

Any original evidence you send with your application form will be returned to you as soon as possible.

Where can I find more information about Disabled Students' Allowance?

Visit www.studentfinanceni.co.uk

You can also find more information in the guide:

- '2024/25 DSA students - Bridging the gap: A guide to the Disabled Students' Allowance (DSA) in Higher Education'.

How can I contact you?

- Visit www.studentfinanceni.co.uk
- Contact our Customer Support Office on **0300 100 0077** or **0300 100 0625 (Minicom)**

Braille, large print or audio forms and guides

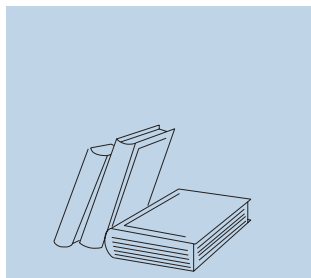
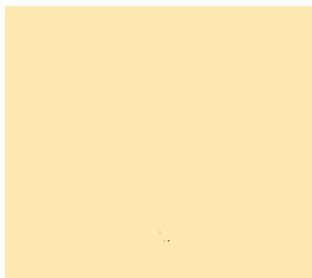
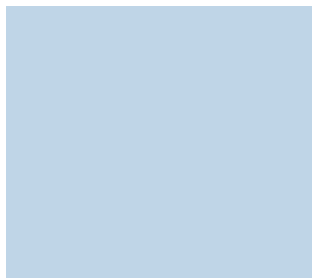
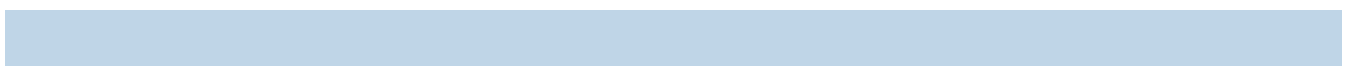
You can order forms and guides in Braille, large print or audio by emailing with your name, address, Customer Reference Number along with what form and format you require to:

- brailleandlargefonts@slc.co.uk

or you can telephone us on

- **0141 243 3686**

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.





Section 1 - personal details

e1 **Armed Forces**

& e2 You may be eligible for support to study a distance learning course outside of Northern Ireland if you or your family member (who you live with) is currently serving outside of Northern Ireland in one of the following:


- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- A spouse or civil partner living with a member of the UK Armed Forces serving outside of Northern Ireland
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving outside of Northern Ireland
- A dependent parent living with either;
 - A child who is a member of the UK Armed Forces serving outside of Northern Ireland
 - The child's spouse or civil partner who is a member of the UK Armed Forces serving outside of Northern Ireland

Section 3 - residence

a1 UK national

 If you answer 'Yes' to this question, you must provide your UK passport details on the form, or send your birth certificate as evidence of your nationality. If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport, a letter or other document.


If you have provided your UK passport details in section 2, you do not need to send any further evidence of your UK nationality.

Armed forces

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you/they enlisted unless they are permanently living in another area of the UK.

We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

a2 Irish citizen

 If you answer 'Yes' to this question, you must send your **original** ROI or EU passport.


If you hold a UK passport, you should provide your passport details in section 2 as you do not need to send further evidence of your nationality.

a3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- direct descendant of a UK national.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

 If you answer 'Yes' to this question, you must provide evidence to show you are the family member of a UK national by sending their passport.

You must also send proof of your relationship to the UK national. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you or the UK national are a step-child.

If you are claiming student finance as the direct descendant of a UK national, the term means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.'

Section 3 - residence

a4 Settled or pre-settled status under the EU Settlement Scheme

e If you answer 'Yes' to this question, you must provide your share code as proof of identity. If you do not have a share code you should provide evidence to show you are an EU national, by sending us your original EU passport or national identity card.

a6 EEA or Swiss worker

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have been granted settled or pre-settled status through the EU Settlement Scheme.


My family member is my:

- husband, wife, civil partner;
- parent(s), step-parent;
- child or step-child;
- other direct ascending or descending line family member (only applicable to EEA worker family members)

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

Other family relationships are excluded from the definitions above.

 The EEA or Swiss national must provide proof of their nationality with their **original** passport or national identity card. You must also send us your birth certificate or equivalent.

As proof of the current employment status of the EEA or Swiss national who is working, has worked or is looking for work, one of the following must be provided as evidence:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

If you are the parent or other direct ascending line relative of the worker, you must be dependent on them.

For children of EEA workers, the term 'child' means a person 'under the age of 21; or a dependant of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Status award from the Home Office, and a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code.

Go to **www.gov.uk/view-prove-immigration-status** to generate the codes. Once generated, the codes will expire after 90 days. You should return your application form as soon as possible after generating the share code.

When giving your share codes, we will check the details with the Home Office and confirm the information you have provided.

You do not need to provide a share code if:

- you are an Irish citizen; **or**
- you a

Section 3 - residence

and one of the following as proof of residency status:

- Original Home Office travel document; or
- Original Biometric Residency Permit; or
- Original Immigration Status Document; or
- Original Home Office letter confirming the category of leave and the date this was granted.

Afghan Locally Employed Staff Ex-Gratia Scheme

This scheme was for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

a9 'Settled status'

'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have been granted 'indefinite leave to enter or remain'.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office at www.homeoffice.gov.uk

a10.2 Family member of a Ukraine Scheme leave holder

If your:

- husband, wife, civil partner; or
- parent(s), step-parent

has been granted leave in the UK under a Ukraine Scheme you will need to provide their share code and date of birth or send evidence confirming their immigration status. You will also need to send proof of your relationship to them.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

a11 Refugee status

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you or they have been granted refugee status, the Home Office will have sent you or them a letter and an immigration status document confirming this.



a12 Discretionary Leave to Remain

&13 If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

have Discretionary Leave to Remain in the UK:

- as a result of a failed application for asylum; or
- where no application for asylum has been made

the Home Office will have sent you or them a letter and an immigration status document confirming this.

Section 3 - residence

a14 Humanitarian Protection

If you or your:

- husband, wife, civil partner
- parent(s), step-parent

have been granted Humanitarian Protection, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

e Please send the **original** Home Office letter and an Immigration Status Document, normally a passport or Biometric Residence Permit, of the person who has been granted Humanitarian Protection. You should also send evidence of your relationship to the person who has been granted Humanitarian Protection status if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

a15 Stateless Person

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have been granted 'Leave to Remain' as a Stateless Person in the UK, you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

e Please send the **original** Home Office letter and Biometric Residence Permit of the person who has been granted 'Leave to Remain' as a Stateless Person. You should also send evidence of your relationship to the person who has been granted 'Leave to Remain' as a Stateless Person if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.


If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' as a Stateless Person, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

Section 3 - residence

a16 Victim of domestic violence or abuse


If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, you will have received a letter from the Home Office confirming this.

 Please send the **original** Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

a17 Section 67 of the Immigration Act 2016

If you have been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or are the dependent child of someone who has, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.


 Please send the **original** Home Office letter and Biometric Residence Permit of the person who has been granted 'leave to enter or remain' under section 67 of the Immigration Act 2016. You should also send evidence of your relationship to the person if you are the dependent child of someone who has been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the dependent child or step-child of a person granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

a18 Calais leave

If you have been granted Calais leave in the UK, or are the dependant child of someone who has, you, or they, will have received an immigration status document from the UK Home Office confirming this.

 Please send the **original** Home Office letter Biometric Residence Permit of the person who has been granted Calais leave. You should also send evidence of your relationship to the person who has been granted Calais leave if it is not you.


We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

Section 3 - residence

a19 Bereaved partner

If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, you will have received a letter from the Home Office confirming this.

 Please send the **original** Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

a20 Long residency

&21 To be eligible for support under the long residence category you must have

Section 3 - residence

b1, Residency status

b2 The academic year which applies to you depends on your course start date.
&
b3 Your university or college will be able to confirm your academic year if you don't know it.

Date study begins between	Date academic year begins
1 August until 31 December inclusive	1 September
1 January until 31 March inclusive	1 January
1 April until 30 June inclusive	1 April
1 July until 31 July inclusive	1 July

b4 Residency status

We require this information because your family member's residence history may affect your eligibility for student finance. Make sure this person knows you are giving us their details.

If you were under 18 years old in the three years before the first day of the first academic year of your course, we need this information as we assume that you were resident in the same place as your parents. If they lived or worked outside of:

- the UK and Islands, or
- in the case of an EEA or Swiss national, outside of the UK, Gibraltar, EEA or Switzerland

in the three years before the first day of the first academic year of your course, we'll ask for evidence to show that this was a temporary break in residence

If you have a spouse or partner, we assume that you have been resident in the same place as them. If they lived or worked outside of:

- the UK and Islands, or
- in the case of an EEA or Swiss national, outside of the UK, Gibraltar, EEA or Switzerland

in the three years before the first day of the first academic year of your course, we'll ask for evidence to show that this was a temporary break in residence.

Section 4 - about your course and your university or college

- b** If you're studying part-time and want to apply for DSA you must be planning to complete your course in no more than four times the time it would take you to finish it if you were studying full-time in order to receive support. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 12 years studying part-time.

Section 5 - your university or college

The Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability (NI) Order 2005) has made it illegal for universities and colleges to discriminate against disabled students by treating them less favourably in their admissions policies or the services they provide. Under the Act, universities and colleges must make reasonable adjustments so that disabled students are not at a substantial disadvantage compared with other students who are not disabled.

This means that you can tell your university or college about your disability, mental health condition or specific learning difficulty in complete confidence to make sure that you receive the support you need.

Section 6 - DSA information and evidence

- a You meet the definition of a person with a disability under the Disability Discrimination Act 1995 if you have a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - 'bursary administration purposes') they will ask the Department for the Economy, your local SFNI office or the Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

Privacy Notice

The Student Loans Company Ltd (SLC) and the Department for the Economy are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

For more information on how we'll use the information you provide go to **www.studentfinancenl.co.uk/privacy-notice** to read our Privacy Notice.

If you don't have internet access, please call us on **0300 100 0077** and we can send a copy to you.