

## DSA application process and timeline

Step 1	<ul> <li>Contact the Disability Advisory Service and complete a registration form</li> <li>Download a Disabled Students' Allowance (DSA) application form</li> <li>Send completed DSA application to your funding body with supporting evidence of your disability</li> </ul>
Step 2 2-3 weeks	<ul> <li>Funding body assesses your DSA application and issues an 'eligibility letter' confirming you can attend a Study Needs Assessment</li> </ul>
Step 3 2-3 weeks	<ul> <li>Contact the <u>Oxford University Assessment Centre</u> to arrange a Study Needs Assessment, or find an accredited centre more local to you via <u>DSA-QAG website</u></li> </ul>
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Step 4 2-3 weeks	After your assessment, the centre will send a Study Needs Assessment report to you for your records, and to the funding body for approval
Step 5 1-2 weeks	Funding body issues a 'DSA entitlement letter' confirming the support they have agreed to pay for and how to go about arranging support
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Step 6 2 weeks	<ul> <li>Student to contact equipment supplier to arrange delivery (if relevant) - we can assist with ordering equipment on request</li> <li>We will also help implement any approved human support (e.g. SpLD tutors) or recommendations for institutional adjustments</li> <li>The assessment centre provides on-going support to</li> </ul>
	trouble-shoot issues with assistive technology, equipment and to carry out re-assessments

This process applies to students funded by Student Finance England and Student Finance Wales.