

## A guide to completing your DSA1 form 2008/09

# DSA1 notes

### General information

You **should not** complete this form if any of the following apply to you:

- You normally live in Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man, but you have moved, or will be moving, to England to undertake your course. If this is the case you should contact the relevant authority as follows:
  - Your Local Authority (LA) in Wales
  - The Student Awards Agency for Scotland (SAAS)
  - Your local Northern Ireland Education and Library Board (ELB)
  - The Education Department of Guernsey or Jersey
  - The Education Department for the Isle of Man
- You are studying at the Open University. Contact the Open University on 01908 653231 to obtain copies of its application forms for financial support.
- You are a national of a European Union Member of State and you have moved to England to attend a Higher Education course. If this is the case, you should contact the EU Customer Services Team at: PO Box 89, Darlington, County Durham, England, United Kingdom, DL1 9AZ. Phone: 0141 243 3570.
- You are a prisoner serving a custodial sentence. However, you may be able to receive grants and DSA for a part-time undergraduate course if you go to prison or are released from prison during the academic year.
- You will get a bursary or award from your university or college that includes an element to cover extra costs you have to pay because of your disability. This does not include any payment you will receive from your university's or college's Access to Learning Fund. You should contact your university or college for advice on any extra support you may be entitled to because of your disability.

- You will get a bursary from the National Health Service (NHS) or the Department of Health (DoH). There is more information about the NHS Bursary Scheme and the DSA funding available in the Department of Health's guide, "Financial Help for Health Care Students". This guide is available at [www.nhsstudentgrants.co.uk](http://www.nhsstudentgrants.co.uk).
- You will get an additional graduate bursary from the National Health Service Business Services Authority (NHSBSA) which includes an element to cover extra costs which you incur because of your disability, mental health condition or specific learning difficulty.
- You will get a bursary or award from a Research Council. You should contact the provider of your bursary or award for advice on any extra support you may be entitled to because of your disability.

## Academic Year


Academic years begin in the autumn, winter, spring and summer, and last for 12 months. The first day of the academic year is not necessarily the day on which you begin that year of your course. It is decided by the period during which your year begins. The academic year starts on:


- 1 September, if your study begins between 1 August and 31 December inclusive;
- 1 January, if your study begins between 1 January and 31 March inclusive;
- 1 April, if your study begins between 1 April and 30 June inclusive; or
- 1 July, otherwise.

For example, if you start your year of study on 4 October 2008, your academic year runs from 1 September 2008 until 31 August 2009.

If you are a full-time undergraduate either attending your university or college in person or studying by distance learning because a reason relating to your disability prevents you attending in person, or you are an Initial Teacher Training (ITT) student you should ensure you complete and return form PN1, PR1 or PR1a in addition to DSA1 form. You can request any of these forms from us or alternatively you can apply online or download them at [www.studentfinancedirect.co.uk](http://www.studentfinancedirect.co.uk).

If you are a part-time undergraduate student or a full-time distance learner for a reason which is not related to your disability, you can apply for part-time course and fee grants by completing form PTG1. You can request this form from us by calling our Customer Support Office on 0845 607 7577 or alternatively you can download it from our website at [www.studentfinancedirect.co.uk](http://www.studentfinancedirect.co.uk). The PTG1 form will be available from August 2008.

You must use these notes whenever you have seen this icon within the DSA1 form. 

Any evidence that you are required to provide is also outlined in these notes and is marked with this icon. 

Wherever you see this evidence icon on DSA1 form you should check these notes for information on the evidence required.

## Section 1 personal details

**a** Your ART ID is your customer identifier in the student finance system. It is an eleven-digit number. You will have received an ART ID if you have received a student loan or other student finance from a local authority or from the Student Loans Company (SLC) before. You may also have an ART ID if you have provided financial information for another student's application before. If you have never dealt with Student Finance Direct before, you will receive an ART ID shortly after you return the DSA1 application form. If you do not have, or do not know, your ART ID, leave the box blank.

**b**  **You must send your original passport, birth certificate or adoption certificate with your application form.**

If you choose to send your original birth certificate (this would include a UK birth certificate issued by a British Consulate abroad) or original adoption certificate it must be accompanied by a completed Birth/Adoption Certificate form. This form contains two separate declarations. The Declaration of Identity must be signed by yourself to confirm your identity. The Identity Confirmation is to verify your identity and must be completed by a person of good standing in the community (for example, a teacher, solicitor, civil servant or police officer) who has known you for at least two years.

You can download a Birth/Adoption Certificate form at [www.studentfinancedirect.co.uk/forms](http://www.studentfinancedirect.co.uk/forms). Alternatively, contact our Customer Support Office and they will arrange to have one sent to you.

**Your documents will be returned to you as soon as possible.**

If you have lost your birth certificate, you should get a replacement by contacting the Register Office in the sub-district where your birth was registered. If you do not know where this sub-district is, you should contact the general Register Office at one of the following addresses:

**If you were born in England or Wales:**

Certificate Services Section, General Register Office, PO Box 2, Southport, PR8 2JD. Telephone: 0845 603 7788

**If you were born in Scotland**

General Register Office for Scotland, New Register House, Edinburgh, EH1 3YT. Telephone: 0131 314 4411

**If you were born in Northern Ireland**

General Register Office, Oxford House, 49–55 Chichester Street, Belfast, BT1 4HL. Telephone: 028 9025 2000

**DO NOT send your application form to any of the above addresses.**

- e** If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with the DSA1 form.
- d** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address at any time by contacting our Customer Support Office on 0845 607 7577.

section

# 2

## Section 2 other financial support and previous loans

- a** If you are studying a full-time undergraduate course by distance learning because a reason relating to your disability prevents you from attending the course in person you may be eligible to receive all full-time student finance products with the exception of Travel Grant.

You may be sent further forms to determine your eligibility for full-time student finance.

If you are a full-time distance learner for a reason which is not related to your disability you may be eligible for a part-time fee and course grant. You can apply for the part-time course and fee grants by completing form PTG1. You can request this form from us by calling our Customer Support Office on 0845 607 7577 or alternatively you can download it from our website at [www.studentfinancedirect.co.uk](http://www.studentfinancedirect.co.uk). The PTG1 form will be available from August 2008.

- c** You will not normally be able to get any grants until you are up to date with your repayments on any previous loans you have had from Student Loans Company (SLC).

If you have any mortgage style loan(s) (generally awarded to students who started courses before the 1998-1999 academic year) from SLC and you think that you may be behind on the repayments you should call 0870 241 4998 for advice.

If you have any previous Income Contingent Repayment (ICR) loan(s), have remained in the UK and your earnings have reached the repayment threshold, repayments should have been collected through the PAYE system by your employer(s) or, if you are self employed, by HM Revenue & Customs. If you have been overseas for a period of 3 months or more and did not make arrangements to continue repayments you may have fallen behind with repayments. If you are unsure whether you are up to date with repayments, please call SLC on 0870 240 6298 for further clarification and advice.

- d** You will not normally be able to get any grants until you have signed all of the relevant documents. You should call SLC on 0845 026 2019 for advice.

## Section 3 residence

**a1** If you answer “yes” to this question, you must send your passport or 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 or a letter or other document.

**a2** If you answer “yes” to this question, you must send your passport or national identity card as evidence of your EU nationality.

**a3** If you answer “yes” to this question, you must provide evidence to confirm that your parent is a Swiss national and that you are their child by sending your parent’s passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).

**a4** If you are an EEA or Swiss national who is currently employed in the UK, you will need to provide evidence such as a P60 or a letter from your employer.

If you are an EEA or Swiss national who is currently working in the UK as a self-employed person you will need to provide evidence such as audited accounts, tax returns or details of income.

If you are going to continue working whilst you are studying you will need to provide a letter from your employer confirming this or audited accounts, tax returns or details of income if you are self employed.

If you are an EEA or Swiss national who is currently looking for work in the UK, you will need to show evidence of this, as well as your previous employment or work as a self-employed person in the UK such as a P45, P60 or a letter from your employer or audited accounts, tax returns or details of income if you were self-employed.

If you are an EEA or Swiss national who previously worked in the UK, you will need to provide evidence such as a P45, P60 or a letter from your previous employer.

In all cases you will need to provide evidence of your EEA or Swiss nationality such as a passport or national identity card.

If it is your relative who is working, has worked or is looking for work in the UK then they will need to provide the relevant evidence rather than you.

If your child, or son or daughter-in-law is the worker you must be dependent on them.

**a5** ‘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:

- You are a British citizen, have a right of ‘permanent residence’ in the UK.
- You have been granted ‘indefinite leave to remain’.
- You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues can be obtained from the Immigration and Nationality Directorate at the Home Office at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

If you do not have a British passport which confirms your immigration status, but you have a letter from the Home Office which does, please send this letter with your application form.

**a6** If you (or your husband, wife, civil partner, parents or a 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 he or she) have been granted refugee status, the Home Office will have sent you (or him or her) a letter and an immigration status document confirming this. You should send these documents, not photocopies, with your application form. You should also provide evidence to confirm your relationship to the person who has been granted refugee status.

**e**

If you (or your husband, wife, civil partner, parents or a step-parent) were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you are claiming student finance as the child or step-child of a refugee, 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 a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

**a7** If you (or your husband, wife, civil partner, parents or a step-parent) have been granted '**leave to enter or remain**' in the UK as the result of an unsuccessful asylum application, the Home Office will have sent you (or him or her) a letter and an immigration status document confirming this. Where applicable this letter should also tell you (or him or her) when the leave to enter or remain status is due to expire. You should send this letter, not a photocopy, with your application form. You should also provide evidence to confirm your relationship to the person who has been granted leave to enter or remain.

**e**

If you (or your husband, wife, civil partner, parents or a step-parent) have been granted '**indefinite leave to remain**', you should mark the expiry date box as N/A (not applicable).

If you are claiming student finance as the child or step-child of a person granted leave to enter or remain 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 leave to enter or remain, you must have been their husband, wife or civil partner at the time of their application for asylum.

**b2** See page 2 of these notes for a description of academic years.

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## Section 4 about your course and your college or university

**b** If you are studying part-time, you must be planning to complete your course in no more than twice the time it would take you to finish it on a full-time basis.

## Section 5 your university or college

If you do not want to tell your university or college about your disability, mental health condition or specific learning difficulty, please complete the application form and return it to us. Please include a letter explaining why you did not want to pass the form to your university or college.

The Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) 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, institutions 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 your disability, mental health condition or specific learning difficulty

**a** If you have not done so you must send supporting evidence of your disability, mental health condition or specific learning difficulty.

If you are physically disabled or have a mental health condition, you will need to provide evidence of your condition such as a letter from your doctor or an appropriate specialist. **e** If you have a specific learning difficulty (for example, dyslexia), you will need to provide evidence of this in the form of a diagnostic assessment carried out by a psychologist or suitably qualified specialist teacher.

If you have told us about your disability, mental health condition or specific learning difficulty before, please provide brief details and tell us about anything that has changed.

**b** A diagnostic assessment for dyslexia must have been carried out after your 16th birthday or otherwise a top-up of a full assessment that was carried out prior to your 16th birthday will be required.

## Section 8 student's bank or building society account details

If you have provided us with bank details on another application form for academic year 2008/09, you do not need to provide them again, unless you wish to change them. Please note, however, that SLC cannot keep different sets of bank details for you for different kinds of financial support. If you provide a new set of bank details, we will use these **for all** future payments of financial support to which you may be entitled.

If the account is a building society account, you should check whether you also need to give a roll number. The account must be in the UK and be able to accept payments by direct credit (check with your bank or building society if you are not sure about this). **The bank account must be in your own name.**

## Declaration

If the applicant is unable to sign this form, for whatever reason, someone who holds a valid Power of Attorney for that person may sign on their behalf. The Power of Attorney letter must be sent with this application before a signature from that Power of Attorney will be accepted.

You must notify your LEA (or SLC where appropriate) about any change in your circumstances which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;
- you transfer to a different course at the same, or a different, university or college;
- you transfer from a full-time to a part-time course;
- you repeat part or all of a year of your course; or
- the date of the start or end of your course changes.

### 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 Secretary of State, your local authority or 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).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which you may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships.

## Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998. 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. The Department for Innovation, Universities and Skills (DIUS) is a joint Data Controller for your information.

We may give your information to other organisations including the Local Education Authority (LEA), DIUS, and the university or college for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

For more detailed information about with whom we share your information and for what purpose, go to [www.studentfinancedirect.co.uk/dataprotection](http://www.studentfinancedirect.co.uk/dataprotection).