

DSA Quick Step Guidance

Step 1

Submit a DSA Application along with evidence

Evidence is usually a psychologist report or letter from Dr/Specialist

Ensure student meets criteria for an award. If not seek team advice

Application can be made at any point during the academic year

Step 2

Needs Assessment Request to be approved by EO

Student will be notified that we have contacted assessor

The assessor will then contact student to arrange needs assessment

This process will be actioned within 2 weeks approx.

Step 3

The Assessment will be returned by assessor with their recommendations

Order forms for support to be agreed by higher officer and forwarded to supplier

Approved DSA support letter will be sent to student

The recommendation and approval for support may take up to 4 weeks

Extra Notes

Further information can be found in 'Guide to Disabled Student Support' on the website
The guide is laid out in Q&A format. This will provide all current information
The most common support is specialist equipment and/or non-medical helper allowance
All above timings are guidance only and are subject to busy periods

22/02/2023