

## Application for the Disabled Students' Allowance (DSA) for eligible full-time students 2019-2020

**The closing date for applications is 31st March 2020**

### Section A – reference number

If you have one, please give your SAAS reference number  
This appears on all the letters we send you.

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You should fill in this form if you have a disability and have extra costs while you study. **Fill in the form in CAPITAL letters using black ink.** There are notes to help you fill in the form. You can download these from the 'forms and guides' section of our website. If you need more information, you can visit our website at [www.saas.gov.uk](http://www.saas.gov.uk), e-mail us at SAAS\_4@gov.scot or call us on 0300 555 0505. **You can get a version of our DSA literature in a format that suits your needs. Contact us on 0300 555 0505.**

### Data Protection

SAAS will use the information you have given us in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). We have a duty to appropriately manage public funds and we will use the information provided on this form for the prevention, detection, investigation and reporting of crime, including Fraud. We will share this information with other bodies for these purposes.

### Who should fill in this form?

You can fill in this form if you are:

- doing a full-time undergraduate or postgraduate course that we support; or
- doing a diploma or degree in nursing and midwifery; and
- applying to us for your fees, loan, bursary and living-costs grants that you are entitled to.

If you are not sure what form to fill in, please read the 'Notes to help you apply for DSA' which you can download from our website.

**Do not send this form to us until you have filled in your application for your fees, loan, bursary and living-costs grants.**

### Important

Once we have confirmed that you are eligible to receive funding from us, we can consider you for the DSA. This means **we cannot process your DSA application** until we receive your application for your fees, loan, bursary and living-costs grants. You can apply on-line for such at [www.saas.gov.uk](http://www.saas.gov.uk).

## Section B – your personal and course details

College or university you are studying at in session 2019-2020

Full title of the course you are studying in session 2019-2020

-Title (Mr/Mrs/Miss/Ms)

First names

Last name

Name at birth, if different

Date of birth (for example 15/12/1988)

Telephone number (including area code)

 /  / 

Bank details

Sort code

Account number

Please note, you must give us the bank account details where you want us to pay your DSA, regardless of whether you have already given us bank account details on your online application for your main funding (loan, bursary and living-costs grants). We will not automatically pay your DSA into the same account as your bursary, loan or other living-costs grants.

## Section C – Your disability or learning difficulty

If you are applying for the DSA for the first time, you must send supporting evidence of your disability, or specific learning difficulty. For example, a letter from your doctor or an educational psychologist's report

What disability or specific learning difficulty do you have?

I have dyslexic/dyscalculia/specific learning disability

I have a visual impairment

I have a hearing impairment

I use a wheelchair or have difficulties getting around

I have mental-health difficulties

I have an unseen disability

(For example, diabetes, autistic spectrum disorder, epilepsy, asthma)

I have two or more of the disabilities or special needs above  
(Please give the details below)

I have a disability or specific learning difficulty that is not listed above.  
(Please give the details below)

If you want to give us more information about your disability, or specific learning difficulty, please do so here.

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## Section D – your support details

Please tick one of the four boxes below.

This is my first application for DSA and I have already received a needs assessment from my college or university. (Do **NOT** list your requirements in the boxes below.) Please make sure you send us a copy of your needs assessment report with this form.

This is my first application for DSA and I would like you to arrange a needs assessment for me at an Access Centre.

If you have been assessed in the past and you require a new needs assessment, please tick here – your disability advisor must give us a covering letter explaining why you need a new assessment. (Do **NOT** list your requirements in the boxes below.)

I am a continuing student who has received DSA before and I would like to claim DSA for 2019-2020 (Your disability advisor should list the support you need in the boxes below. Please refer to the DSA notes for more information.) We can only pay for support that we have previously approved in a needs assessment.

Basic allowance (small items) (continue on a separate sheet of paper if necessary)	Estimated cost (£) (Please enter an amount. Do not write "to be confirmed")

Non-medical personal help (NMPH) support type (continue on a separate sheet of paper if necessary)	Hourly rate (must include VAT)	Hours each week	Number of weeks support required	Estimated cost (please enter an amount do not write 'to be confirmed')
	£			£
	£			£
	£			£
	£			£
			<b>Estimated total cost</b>	£

Large items of equipment	Estimated cost (£) (Please enter an amount. Do not write "to be confirmed")
	£

## Section E – Declaration and agreement

**Please make sure that you and your assessor or disability advisor sign the declarations below. If you do not do this, we will have to send the form back to you which will delay your application. We cannot accept forms signed by anyone other than your assessor or disability advisor.**

**The assessor/disability advisor at the college/university you gave us in Section B, must fill in this section.**

I can confirm that in my opinion, any support that is set out in this claim is essential for this student to complete his or her course and to my knowledge, the details on the claim are correct. (you **must** fill in all the fields below)

College or university the applicant will be attending \_\_\_\_\_

Name of assessor or disability advisor (print) \_\_\_\_\_

Phone number of assessor/disability advisor \_\_\_\_\_

Email of assessor/disability advisor \_\_\_\_\_

Signature of assessor/disability advisor \_\_\_\_\_ Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

### Sharing Personal Information

We have reviewed how and why we process personal data for compliance under the General Data Protection Regulations (GDPR) which has replaced the Data Protection Act, 1998. As part of this review we have decided that it is no longer appropriate to ask you for consent to share your personal information, with your disability advisor at your university or college, and/or with your DSA assessor in relation to your application for Disabled Student Allowance. This is because it is necessary for us to share your personal information to effectively provide and administer financial support and to ensure that public funds are administered appropriately as required in regulations.

Under GDPR you still have rights to ensure that SAAS holds and processes your personal information fairly and in line with the data protection principles. You can find more information on these rights on the Information Commissioners website [www.ico.org.uk](http://www.ico.org.uk) or by contacting the SAAS Data Protection Officer by emailing SAAS\_Data\_Protection\_Mailbox or writing to: SAAS Data Protection Officer, SAAS, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT

### You must sign and date this section. We may prosecute you if you give false information.

We make payments of Disabled Students' Allowance under the Students' Allowances (Scotland) Regulations 2007 (as amended)

- All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief.
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek repayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.
- I need to spend the amount awarded, so I can complete my course. I will send you receipts for all items that I purchase under the DSA. I understand that the information I have provided will be used for the prevention, detection, investigation and reporting of crime and I understand SAAS will share this information with other bodies for these purposes.

### You must sign this section

Your signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Check list - have you and your disability advisor:**

- applied for your main support (tuition fees, loan, bursary and living-costs grants)
- Included evidence of your disability (we only need this if you are applying for DSA for the first time)
- Included a copy of your needs assessment (if it has already been carried out)
- Filled in all the sections on the form and signed the declaration on this page
- Included a supporting letter (if you are a continuing student and require a new needs assessment)


## Basic Privacy Statement

Below is a brief summary of the SAAS privacy statement and cookie policy. Our full privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). It explains more about why we need to collect your personal information and what it will be used for.

## Why we collection your Information

We need to collect, hold and process information about you to meet our business purposes which include:

- Provide financial support to learners in Scotland, including assessment and payment of bursaries and grants
- Process assessment of student loans
- Appropriately managing public funds, including crime prevention, detection investigation, and reporting. Additionally, for the recovery of overpayments.
- Contributing to research and policy developments that support learners and the provision of learning support
- Statistical analysis
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection, investigation and reporting with Police Scotland, HMRC, NFI , Fraud Prevention Agencies and other organisations.

SAAS is the Controller for your personal information acting on behalf of Scottish Ministers. We collect, hold and process personal information because:

- the processing is necessary for the performance of a task carried out in the public interest; or
- in the exercise of official authority vested in SAAS

This is outlined in legislation that governs student support in Scotland. This is a valid condition of processing as outlined under Article 6 of the General Data Protection Regulations.

## What Information we collect

We collect information in a variety of ways including paper and online forms, email, telephone, face to face, social media and audio recordings.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

## What happens to your Information?

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention, detection, investigation and reporting of crime, including fraud
- Audit purposes
- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

If you fail to provide all the information required to assess an application for support you may not get the funding you are entitled to; if you knowingly provide incorrect information you could be investigated and reported for fraud.

## **Fraud Statement**

### Prevention, Detection, Investigation and Reporting of Crime

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

SAAS participates in the National Fraud Initiative (NFI) data matching exercise. For further information about the NFI, see [http://www.saas.gov.uk/fraud\\_prevention/national\\_fraud\\_initiative.htm](http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm) or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot).

### Fraud Prevention Agency Fair Processing Notice

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused further funding from SAAS and certain services, finance or employment from other organisations.

You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot). This will include further details on your data protection rights and how your information will be used by us and these fraud prevention agencies.

**If you require a paper copy of the full Privacy or Fraud Statements please contact us on 0300 555 0505.**