

Notes for the Disabled Students' Allowance (DSA) application 2025-2026

If you would prefer, we can give you a version of these notes, as well as the DSA application forms, in the following formats:

- Braille
- Large print
- Audio

CONTENTS

Section 1 – about the Disabled Students’ Allowance.....	3
Introduction.....	3
Eligibility.....	3
Course eligibility	3
The allowances.....	4
1. Allowances – Consumable Items.....	4
2. Allowances – Equipment, Software and Accessories	5
3. Allowances – Non-Medical Personal Help (NMPH)	5
Travel.....	6
Section 2 – How to apply for DSA	7
Introduction.....	7
Filling in the DSA form	7
Evidence.....	8
Payment of diagnosis	10
Assessment of needs	10
Main funding application.....	11
How we use the information that you give us	11
Paying DSA	11
Purchasing equipment.....	12
Overpayments	12
DSA forms	13
Written correspondence and emails	13
Other	14
Students Appealing against our assessment of a DSA application.....	14
Disputing a needs assessment.....	14
Cancellation of NMPH Sessions.....	14
Section 3 – Frequently Asked Questions and Contact Details	15
Frequently Asked Questions (FAQs)	15
Contact us	18
Lead Scotland: Information and advice for disabled learners and carers	18
Equality and Human Rights Commission	18
National Union of Students Scotland	18
Annex A – DSA Allowances (Annex A).....	19

Section 1 – about the Disabled Students' Allowance

Introduction

DSA is a fund to support disabled students and those with additional learning needs, who are studying a course of higher education and may have extra costs because of their impairment.

Eligibility

To be able to apply for DSA, you must:

- meet our residency eligibility criteria
- be studying an eligible course
- have a recognised disability or additional learning needs.

There is no age limit for DSA.

Please see relevant guide on residence conditions on the [SAAS guides webpage](#).

Course eligibility

If you are undertaking one of the following courses you may be eligible to apply for DSA:

Full-time:

- HNC
- HND
- Degree or equivalent level courses
- Foundation year of a degree - students must be enrolled on the full course and not the foundation year only
- Diploma or degree in paramedic science, nursing or midwifery
- PGDE/PGCE
- Postgraduate Diplomas
- Masters level programmes e.g. MSc, MRes, Mphil
- PhD or Postgraduate Certificate courses – providing the student is not receiving support from another source e.g. a Research Council or an employer

Part-time:

- Part-time undergraduate courses at HNC level or above (taking at least 50% of the length of the full-time course)
- Part-time postgraduate courses, including PhDs. If studying part-time you must be studying at least 50% of the length of the full-time course.
- Part-time PGDIP or Masters courses up to 3 years, when there are only offered at part-time with no full-time equivalent.
- Distance learning courses (taking at least 50% of the length of a full-time course)
- Open University courses (as long as you're studying at least 60 credits in a year)

If you meet one or more of the following, you may **not** be able to get DSA funding:

- you are an EU student receiving a tuition fees only award
- you are not studying an eligible course
- you are receiving student support from Student Finance England, Wales or Northern Ireland
- you are receiving funding/disability related student support from anyone else
- you are studying a work based learning course, and can get disability related support from your employer

DSA funding is not available for Professional Development Awards (PDAs) or Graduate Apprenticeships.

If you're not entitled to DSA funding from us, you may still be able to get funding from your college or university. You should speak to Disability Services at your college or university for advice.

Funding

The allowances

DSA is made up of three allowances:

1. Consumable Items
2. Equipment, Software and Accessories
3. Non-Medical Personal Help (NMPH)

1. Allowances – Consumable Items

Consumable Items	
How often is it paid?	The Consumable Items allowance can be claimed on an annual basis.
What is covered? (examples)	<ul style="list-style-type: none"> • photocopying • printer cartridges • braille or Livescribe paper • USB memory sticks
How much is available?	<p><u>Full time:</u> The maximum allowance for full-time students is currently £1,725 per year.</p> <p><u>Part-time:</u> For part-time students, the allowance is calculated at 50% of the full-time entitlement. Therefore the maximum amount you are eligible to receive is £862.50.</p>

2. Allowances – Equipment, Software and Accessories

Equipment, Software and Accessories	
How often is it paid?	The Equipment, Software and Accessories allowance covers your whole programme of study.
What is it for? (examples)	<p>The allowance can include the purchase or hire of items such as:</p> <ul style="list-style-type: none"> • disability-related software, such as voice recognition software • printers/ scanners • laptops/ PCs • ergonomic equipment such as desks or chairs
What is not covered? (examples)	<ul style="list-style-type: none"> • course specific equipment, for example, camera equipment for photography students, or course-related laptops. • any equipment or facilities that a college or university would be reasonably expected to provide under the Equality Act (2010), like site access
How much is available?	The maximum allowance for all students is currently £5,160 .

3. Allowances – Non-Medical Personal Help (NMPH)

Non-Medical Personal Help (NMPH)	
How often is it paid?	NMPH can be claimed on an annual basis for the duration of your studies.
What is covered? (examples)	<ul style="list-style-type: none"> • British Sign Language interpreters (BSL) (including tactile) • note takers/ scribes • proof readers • study skills support • mentors
What is not covered? (examples)	<ul style="list-style-type: none"> • subject specific tuition • asfedic tuning (TintaVision) or similar diagnostic services
How much is available?	<p><u>Full-time:</u> The maximum allowance for full-time students is currently £20,520 per year.</p> <p><u>Part-time:</u> For part-time students, the allowance is calculated at 50% of the full-time entitlement. Therefore the maximum amount you are eligible to receive is £10,260.</p>

More information about using a non-medical personal helper is available in our booklet [DSA NMPH allowance guide](#).

For more details on the allowances please refer to [Annex A](#).

Travel

Students paying extra travel costs as a result of their disability or impairment can apply for travel expenses. This will cover travel between your home and your college or university/placement.

DSA can be used to pay for travel expenses if you are unable to use public transport as a direct result of your disability.

Students must provide a letter from their doctor confirming they are unable to use public transport as a direct result of their disability. Please note a letter that states the student's diagnosis and what the student reported to their doctor is not enough - the doctor must indicate whether it is in their professional opinion that the student is unable to use public transport as a direct result of their disability.

Nursing, Midwifery and Paramedic Science students may not claim travel expenses through both the DSA and the Paramedic, Nursing and Midwifery Student Bursary (PNMSB) Scheme.

Please note the below guidance for students who are awarded funding for use of taxis:

In order for SAAS to pay for taxis the following must be provided:

- a minimum of 2 quotes from fully registered taxi companies detailing the cost of a single journey between the student's home/term-time address and their institution and/or placement. If the HEI has a contract with a specific taxi firm already, then only 1 quote from the procured firm is required. The student must use one of the taxi companies that they have submitted quotes for, or if a student wants to use a different company, a new quote must be submitted.
- a third-party payment form if they wish for us to pay the taxi company direct

Please note that taxi receipts or invoices submitted to SAAS must include the same details as noted within the original quote. The journey cost and addresses must match the original quote. If these do not match, the claim may be rejected with further information required from the disability advisor which may cause a delay in payment. Flat rate quotes may be preferable for these reasons.

SAAS will not normally:

- Reimburse the cost of taxi journeys without appropriate receipts or invoices
- Pay for more than one return taxi trip per day
- Pay for taxis to and from places other than the student's address, institution or placement location

Accommodation

Students who require specialised private accommodation as a direct result of their disability may be able to receive a contribution towards any additional costs they incur from SAAS. **Note:** For students residing in HEI-owned accommodation, HEIs should consider their duties under the Equality Act in regards to reasonable adjustments and consider whether the additional costs should be met by their own budgets.

Assessors should be satisfied that specialised accommodation is required and provide appropriate justification in the Needs Assessment Report. We may ask for additional evidence to support DSA claims for specialist accommodation.

Section 2 – How to apply for DSA

Introduction

Applications will be available to download from our website www.saas.gov.uk in April. To make sure your funding is available for you at the start of your course, you should apply as soon as possible. You should speak to the Disability Services at your college or university to help you apply for funding.

If you are a full-time student and you also wish to apply for tuition fees and/ or living cost support, you must provide a student funding application before we can assess your eligibility to DSA. You can apply online at www.saas.gov.uk

The closing date for applications is 31 March 2026.

What do we require?

We will need the following documents if you are applying for DSA:

- A DSA application form – which has been endorsed by your DSA Advisor
- Diagnostic evidence to confirm your circumstances. This may include evidence from a medical professional or Educational Psychologist
- A [Needs Assessment Report](#)

Filling in the DSA form

We have two DSA application forms.

- [DSA Full Time](#) (DSAFT) form - for full-time students who have applied to SAAS for tuition fees, bursary, loan or living-costs grants
- [DSA Only](#) (DSAO) form - for students who are; studying part-time, via distance learning or full-time students who only wish to claim DSA

You should complete all sections of the form and your Disability Advisor should complete the endorsement section titled “Your support details”.

When filling in the form you should make sure that:

- All sections are completed before you submit your application

- You can fill the form in as a typable PDF or if you are filling in the form by hand please use CAPITAL letters and black ink
- You provide details of a valid UK bank account
- You have read and understood the student consent section
- You have signed and dated the form – we will accept typed signatures for the time being
- Your assessor or Disability Advisor has signed the form– we will accept typed signatures for the time being
- You or your Disability Advisor can submit your application form either by email or using the document upload facilities if you have a SAAS account
- You send or upload clear **photocopies** of supporting documents e.g. medical or diagnostic evidence - please do not send originals

Your application may be delayed if you do not satisfy all of the above.

Remember:

- Your DSA application is only valid for one academic year. You should apply for DSA in each year of your course.
- You should contact us as soon as possible if your circumstances change as this may affect your eligibility to support.

Evidence

In the first year you apply for DSA, you will be asked to provide supporting evidence to confirm your disability or learning difficulty.

If your disability changes during your course and you require additional support as a result, we may request additional evidence to confirm your circumstances.

We have provided some examples of the diagnostic evidence we may request below:

Dyslexia or Specific Learning Difficulties (SpLD):

We require a diagnostic assessment report or written statement from one of the following:

- A Psychologist who is registered with Health and Care Professionals Council (HCPC); **or**
- An appropriately qualified professional – this includes those who:
 - Holds an SpLD Assessment Practising Certificate (APC); **or**
 - Holds a suitable Postgraduate qualification of a level which would be acceptable for Associate Membership of the British Dyslexia Association (AMBDA), Level 7; **or**
 - are a General Teaching Council for Scotland (GTCS) registered teacher working in or supporting the school in Scotland which the student attended and who has completed the [Dyslexia Scotland & Open University 'Dyslexia: Identification and Support' \(Module 3\)](#).

The student's assessment **must** have taken place while they were at school within the context of the local authority's [Collaborative Assessment Pathway for Dyslexia and Literacy Difficulties](#) – available on the [Addressing Dyslexia Toolkit](#).

Reports or statements should provide a clear conclusion or summary which confirms a formal identification of dyslexia or SpLD.

If you are unable to undertake a diagnostic assessment or an evaluation of needs assessment, in exceptional circumstances, until a formal diagnosis can be provided, we will accept **screening tools**, such as Quick Screen which;

- Provide clear indicators of an SpLD and;
- Have been carried out by a DSA Adviser, Needs Assessor or a qualified individual from a previous school or college

Advisers should provide a covering note or email which clearly explains the findings of the screening tool and the reasons why you were unable to access a diagnostic assessment with a qualified professional within a reasonable timeframe. The note should indicate what efforts have been made to arrange an appointment and confirm when one is due to take place.

Once a formal diagnosis has been completed within the communicated timescales, evidence must be submitted to SAAS. Support can be revoked if we do not receive this evidence, even if a screening test has been exceptionally accepted as an interim measure.

If you are unable to provide the evidence described above, we can accept a written statement from a previous educational establishment such as a school or college. The statement must confirm a formal identification of dyslexia or a SpLD and that identification was carried out by a psychologist or appropriately qualified professional (as described above). Statements that do not include who completed the initial assessment or report, will not be accepted until the information is provided.

Long term medical conditions and other disabilities:

We require evidence which confirms a clear diagnosis of your disability or medical condition. We can accept a letter or [Medical Evidence Form](#) which has been provided/completed by a qualified medical professional such as a:

- GP
- Nurse/Psychiatric Nurse
- Physiotherapist
- Audiologist

Please note that the above is not a complete list. If your evidence is not listed or you are not sure if we will accept your evidence, you can [contact us](#) for further advice.

The evidence must provide a clear diagnosis of your disability or medical condition.

It is not always necessary for evidence to be recent if the nature of your condition will not change. However, we may ask you for evidence which confirms the current status of your condition if necessary.

ADHD/Autism

We will accept a working diagnosis from a GP or other medical professional, in place of a formal diagnosis if you are awaiting a full assessment for ADHD or Autism. The working diagnosis will be sufficient to award DSA support in subsequent sessions, however once you receive a formal diagnosis, you must submit this to SAAS.

This policy may also be applied to other conditions if you are awaiting a formal diagnosis and are subject to lengthy waiting times.

Payment of diagnosis

SAAS will **not** cover the cost associated with a diagnosis. This includes doctors' letters or educational psychologists' reports.

However, your college or university **may** be able to contribute towards these costs from their Discretionary Funds. You should contact your college or university for further information.

Assessment of needs

All students applying for the DSA for the first time must have a Needs Assessment.

A Needs Assessment is a report carried out by a qualified individual who will assess the type of support or equipment you require to undertake your course.

Assessors should set out clearly in the SAAS needs assessment pro-forma what recommendations they are making for DSA funded support. Any recommendations for DSA support will require clear and robust evidence-based justification.

We will not accept a student's preference as justification for a recommendation.

Many colleges and universities have trained staff who can carry out needs assessments on behalf of their own students. However, if there is no one at your college or university who can do this, we can refer you to an Access Centre near where you live or study.

SAAS will pay for the cost of your needs assessment. We will not take this amount from your DSA allowance. If you have to travel for an assessment, you may need to pay travel costs yourself.

Please note that Access Centres will not normally give you an appointment for a needs assessment unless we have referred you to them.

Once we have referred you for a needs assessment the Access Centre will then contact you to arrange an appointment.

Students typically require one needs assessment only at the start of their course. However, your institution may request a new needs assessment if:

- a significant period of time has passed since your original assessment took place
- your disability or medical condition has changed
- you have been diagnosed with a new disability
- you change course and your needs have changed as a result of this.

Main funding application

If you are applying to us for tuition fee and/or living cost support, you must submit an application for your main student funding before or at the same time as you apply for DSA. We will not be able to process your DSA application until we have processed your application for your main funding.

You can fill out an application online at www.saas.gov.uk from April. The closing date for applications is 31 March. Please make sure that you apply before this date, as we will not accept late applications.

You do not need to submit a main student funding application if you are applying for DSA only.

How we use the information that you give us

At SAAS we take responsibility for how we store, secure and use your personal information seriously and always seek to respect your privacy and meet our legal obligations. These include the General Data Protection Regulation, the Data Protection Act 2018, and other regulations/legislation relating to privacy and communications. Read our [full privacy statement](#), including your individual rights. This explains more about how we use your personal information, your rights and how to exercise them.

If you fail to provide all the information required to assess your application for DSA, you may not get the funding you're entitled to. We cannot accept any liability for problems caused by incorrect information you provide so please double-check all information. If you knowingly provide incorrect information, you could be investigated and reported for fraud.

We will use the information you give us on your form to process your application for the DSA. We need the information you give us to work out whether you are eligible for funding. We will assess your entitlement and send you a letter to tell you how much funding you will get from us. We retain your personal information as long as necessary to enable us to audit our assessment of student funding.

Where necessary, we will pass the information you give us on your DSA application form (and any other evidence you give us) to an Access Centre or to your college or university if they are approved to carry out needs assessments. They will use this to work out what equipment or help you need to do your course. They will send us a full report detailing your needs and how much it will cost.

When sharing your information with other organisations we always ensure that sharing is lawful, fair and transparent and that the organisation can provide assurance that appropriate security measures will be in place to protect your information

Paying DSA

We will pay your consumable items, equipment, software and accessories DSA awards straight into your bank or building society. You should provide valid bank details on your DSA application form, even if you have already given us bank details on your main application for funding (tuition fees, student loan etc.). We cannot make DSA payments by cash or cheque.

If you are eligible to receive Non-Medical Personal Help and you choose to employ your own support worker, we will pay you in arrears. You are responsible for then paying your helper. If you use a helper that your college, university or an agency provides, we will pay the helper direct. More information about how we pay for NMPH is available in our booklet DSA NMPH allowance guide. You can download a copy from our website www.saas.gov.uk.

Purchasing equipment

We anticipate that you will purchase the equipment which has been agreed and recommended by your needs assessor. If you are not happy with the recommendations made in your assessment you should contact your assessor to discuss this before purchasing any equipment, see the section – [Appealing against a needs assessment](#) for more information.

Students may wish to upgrade some of the items recommended, particularly in the case of computer hardware such as a laptop. This is acceptable provided the assessor or disability advisor approves the change. However, any additional cost must be met by the student. Students may not use savings made through sourcing recommended items at a lower price to fund the upgrade of another piece of equipment.

If you choose to purchase equipment which has not been recommended by your assessor, we will not cover this cost. This may mean we have paid you money you are no longer entitled to and we may ask you to pay this back. Please see the “overpayments” section below for more details.

DSA will not pay for pre-owned or reconditioned laptops or PCs.

If you have issues with your equipment or software, for example, your equipment breaks down or does not work correctly; you should contact the supplier direct.

Disability Advisors must endorse and forward requests for replacement laptops to SAAS. The request must be accompanied by an engineers report, which states that the equipment is not fit for purpose and cannot be repaired (cost not funded by SAAS).

If the laptop is lost or stolen, we require evidence of a police report.

Overpayments

We have a duty to protect the public funds we administer. In your application, we will ask you to agree to pay back any money we have paid you that you are no longer entitled to. We may ask you to do this if:

- your circumstances, as described in your application, change;
- you purchase items that are not recommended in your needs assessment report;
- you do not provide receipts for the items you have purchased;
- you fail to meet the conditions of funding set out in the Student Support (Scotland) Regulations 2022;
- Scottish Ministers decide to change the amount of your funding; or

- Scottish Ministers find that you should not have received funding.

If you receive money that you are not entitled to, we will ask you to set up a suitable repayment plan and make regular payments until you have paid us the full amount we have asked you to pay back.

If you apply for DSA in a subsequent year, and you have not repaid amounts from your previous DSA award that you were not entitled to, we may withhold any further awards of DSA until the amounts are repaid.

You must tell us if your circumstances change as this may affect any award due to you.

Receipts:

You must send us copies of receipts for **all** items you purchase under the DSA. If you do not provide receipts or the amount receipted is less than the amount we awarded you, we may ask you to pay back any amount which is not receipted.

You must send us receipts for any equipment, software and accessories you have purchased, within 6 weeks of making the purchase. You can send us receipts for consumable items throughout the year as you use it, or at the end of the year.

If you have employed your own helper for NMPH, both you and your helper must sign all NMPH invoices. If we pay you more than the NMPH award you are entitled to, we may ask you to pay this back.

If you apply for DSA in a subsequent year and you have not given us all of the receipts for your previous DSA award, we may withhold any further awards of DSA until we receive all outstanding receipts.

Fraud:

We take all aspects of fraud seriously and have a dedicated Counter Fraud Team to deal with any cases that arise. We will aim to recover any money we pay, that we later find out, we have paid as the result of a fraudulent claim. We will prosecute anybody who makes a fraudulent claim for funding.

Processing times

We have the following [response times and processing targets](#):

DSA forms

- Review all fully completed DSA application forms within 21 calendar days of receipt
- Review all fully completed needs assessment reports within 21 days of receipt

Written correspondence and emails

- Respond to all DSA written correspondence within 21 days of receipt
- Respond to all emails within 21 days of receipt

- Pay all invoices for NMPH within 21 days of receipt

Other

- Deal with any requests under Freedom of Information (FOI) within 20 working days of receipt
- Respond to all correspondence clearly marked 'complaint' within 5 working days of receipt
- Respond to all correspondence clearly marked 'appeal' within 20 working days of receipt

If you do not receive a reply from us within 28 calendar days, you should [contact us](#) to make sure we have received your application form or correspondence.

Our Complaints and Appeals Procedures

Students Appealing against our assessment of a DSA application

If a student wishes to make a formal request to review our decision they can submit a formal complaint or appeal directly to SAAS.

Further details regarding our appeals process are available on the SAAS website <https://www.saas.gov.uk/about-saas/appeals>

If a student wishes to make a complaint you can do so in person, by phone, in writing or by email. Further details regarding our complaints process are available on the SAAS website <https://www.saas.gov.uk/about-saas/complaints>

Disputing a needs assessment

If a student disputes the recommendations in their needs assessment and the matter cannot be resolved directly between them and the needs assessor, the student should be able to submit a complaint/appeal directly to the organisation that carried out their assessment. The organisation that provided the assessment should provide the student with a copy of their complaints/appeals process.

In the rare occurrence where, the matter cannot be resolved directly between the student/needs assessor and the student has exhausted the internal complaints/appeals procedure then we may seek to have an additional needs assessment carried out by another organisation who is independent to the case.

Cancellation of NMPH Sessions

Should you need to cancel an arranged NMPH session, it is important you provide as much notice as possible to your NMPH provider.

There may be occasions where you cannot attend a booked NMPH session and/or do not give the required notice of cancellation, for example, because you were ill or had a personal emergency. When this occurs it is understood that the NMPH provider has arranged for a worker to attend the session and so has incurred a cost for arranging the support. The cost of

these booked support sessions will be met from your NMPH allowance (subject to the repeated cancelled sessions rule below).

There may be occasions where you do not attend a session and could have cancelled the session with more than 24 hours' notice. The cost of such sessions may still be met through the student's NMPH allowance, in cases where the NMPH provider has incurred a cost for arranging the support and paying the worker for those sessions (subject to the repeated missed session rule below).

The fee SAAS can pay depends on the notice provided, as detailed in the table:

Notice period (working days only)	Less than 1 working day (24 hours)	2 working days	3 working days	Over 3 working days' notice (72 hours +)
Compensation	Payment in full	50%	25%	No payment

*Please note a working day is defined as 9am – 5pm Monday to Friday, excluding public holidays

In all scenarios, DSA funding will not be provided for NMPH provision that is repeatedly not being used once booked, or cancelled with less than 24 hours' notice, or where you indicate that you no longer need or want NMPH support. For the purposes of DSA funding, the standard of "repeatedly" is considered to be more than two sessions which have been missed per term. SAAS consider that it is unlikely that most students would need to cancel their NMPH session with less than 24 hours' notice more than twice per term*. If there is more than one cancelled session per day, SAAS will count this as the same instance.

DSA funding will not be provided where the HEI is responsible for cancelling the lecture/tutorial etc. that the session was booked for. The HEI must take responsibility for notifying you that the lecture/tutorial etc. is cancelled to enable you to cancel the session with the NMPH provider.

Cancelled sessions will be carefully considered by SAAS before payment. Where more than two sessions have been cancelled at short notice per term* SAAS will ensure that all parties understand their responsibilities and reasons for missed sessions are being investigated and documented.

Please note this guidance sets out what SAAS will or will not pay. It is not for SAAS to determine who pays outside of this guidance.

*Term will be defined as 1 August - 31 December, 1 January - 30 May and 30 May - 1 August.

Section 3 – Frequently Asked Questions and Contact Details

Frequently Asked Questions (FAQs)

How do I find out what equipment or support I need?

If you need advice about equipment or other types of support you should first contact the Disability Advisor at your college or university.

Can I still apply for DSA even if I am near the end of my course?

If you apply before the application closing date (31st March), we will consider your claim for DSA. However, the funding we offer may be limited depending on the length of time remaining on your course. For example, we may not approve the purchase of equipment if it is possible to loan the item(s) you require from your college, university or a private company.

Can I buy different items/equipment to the ones that you have approved?

If you are unhappy with the equipment that has been recommended for you, you should contact your disability Advisor to discuss this before purchasing alternative items or equipment.

Can I buy equipment before my course begins?

When we have processed your application, we will write to you to advise what items have been approved. Once you have received confirmation of your award you can make arrangements to purchase your equipment. However, funding is typically paid into your bank account on the first day of your course.

In some cases we may provide you with funding to purchase your equipment before the start of your course.

Please note that we will not pay for any equipment which is purchased prior to your DSA application being approved.

What happens to the equipment when I finish my course?

Any equipment you purchase with the DSA is your property. When you have finished with your equipment, you may decide to offer it to your college, university or a charity for other students to use, but you do not have to do so.

If we have paid for loan equipment, you must return this to the provider once the hire period is over.

Will I have to repay my DSA if I leave my course early?

Possibly. We may recover some or all of your DSA if you withdraw from your course. It will depend when you withdraw and whether we have given you money for support that you have not yet purchased or received.

What do I do once I have bought all of my equipment?

You should send us receipts for any items of equipment we approve under the large items allowance within 6 weeks of purchase. If this is likely to take longer than 6 weeks, you should contact us at the earliest opportunity.

If your equipment is purchased for less than the amount we have given you, you should repay the difference back to us using one of the following payment methods:

- Debit or credit card at www.saas.gov.uk – click on the ‘make a payment’ option and select ‘Disabled Students Allowance (DSA)’ as the payment type.
- Bank transfer – either online or in person at your bank, using the following details:

Bank:	Royal Bank of Scotland
Account Name:	Scottish Government (SAAS)
Sort Code:	83-18-28
Account Number:	00256013

Repayment plans may also be available.

For all methods of payment, students should quote “DSA (your student reference number)” to make sure the payment is allocated to your account correctly.

Please note that you may not purchase items at a lower price and use the outstanding balance to upgrade other items. If the price of your equipment changes after your assessment has taken place, please contact your disability Advisor.

You can send us receipts for your consumable items, such as ink cartridges, printer paper or photocopying credit throughout the academic session, or all together at the end of the academic session.

Please send us photocopies only of your receipts as you will need to keep the originals for warranty purposes.

We reserve the right to withhold any future award for DSA until we have received your receipts.

What happens if the amount of NMPH I need changes during the year?

You should contact your Disability Advisor as soon as possible to discuss this. Your Disability Advisor should inform us in writing of any possible changes. If we approve the changes, we will write to you to tell you.

We will not cover the cost of NMPH which exceeds the amount your Disability Advisor has recommended. If you provide an invoice for additional hours, we will restrict the amount we pay to the number of hours that your Disability Advisor has approved for you.

Who do I contact if I have any problems with my DSA?

If you have a problem with your needs assessment or the contents of your needs assessment report, you should contact your disability advisor or the individual who carried out your assessment.

If you have issues with your equipment or software, for example, your equipment breaks down or does not work correctly; you should contact the supplier direct.

Disability Advisors must endorse and forward requests for replacement laptops to SAAS. The request must be accompanied by an engineers report, which states that the equipment is not fit for purpose and cannot be repaired (cost not funded by SAAS).

If a laptop is lost or stolen, we require evidence of a police report.

If you experience problems with your non-medical helper, and you employ them yourself, you must speak to them directly. If an agency or your college/ university provides your helper, you must speak to them.

If you have a problem with your DSA payments or you have any questions about the DSA scheme in general, you should contact SAAS using the contact details below.

Contact us

Telephone: 0300 555 0505

If you need to send documents/evidence, we can now only accept these through the online document uploader on your [SAAS Account](#) or email if you do not have a SAAS account. Please, do not post anything to us.

Email: saas_4@gov.scot

Website: www.saas.gov.uk

Other useful contacts

Lead Scotland: Information and advice for disabled learners and carers

525 Ferry Road
Edinburgh
EH5 2AW

Tel: 0800 999 2568

Email: info@lead.org.uk

Website: www.lead.org.uk

Equality and Human Rights Commission

58 Robertson Street
Glasgow
G2 8DU

Tel: 0141 228 5910

Website: www.equalityhumanrights.com

National Union of Students Scotland

1 Papermill Wynd
McDonald Road
Edinburgh
EH7 4QL

Tel: 0131 556 6598

Email: mail@nus-Scotland.org.uk

Website: www.nus.org.uk

Disclaimer: *The information in this guide offers general guidance only and is not legally binding, nor does it constitute any right of eligibility for, or entitlement to, funding. We will assess each student's application on his or her individual circumstances in accordance with the information provided with his or her completed application form/s*

Annex A – DSA Allowances (Annex A)

	The Allowances		
	Consumable Items	Equipment, Software and Accessories	Non-Medical Personal Help (NMPH)
Rate	£1,725	£5,160	£20,520
Frequency	Annual	Duration of programme	Annual
What is covered? (examples)	<ul style="list-style-type: none"> • Photocopying • Printer cartridges/Braille or Livescribe paper • USB memory sticks 	<ul style="list-style-type: none"> • Disability related software (e.g. Dragon voice recognition software) • Printers/ scanners • Laptops/ Personal Computers (PC's) • Ergonomic equipment 	<ul style="list-style-type: none"> • British Sign Language interpreters (BSL) • Tactile BSL • Note takers/ scribes • Proof readers • Mentors • IT training • Study skills support • Mobility support
What isn't covered? (examples)	<ul style="list-style-type: none"> • Adapted course hand-outs • Internet (new students) • Special dietary requirements (new students) 	<ul style="list-style-type: none"> • Course specific equipment (e.g. camera for photography courses) • Course specific software • Wheelchairs/ mobility scooters • Any equipment or facilities that a college or university would be reasonably expected to provide under the Equality Act (2010) (e.g. wheelchair access) 	<ul style="list-style-type: none"> • Subject specific tuition • Support that would normally be provided by Social Services • Asfedic tuning (TintaVision) or similar diagnostic services

Payments/ receipts:	<ul style="list-style-type: none"> • The allowance is paid to the student on an annual basis • Payment is made when the allowance is approved • Receipts can be provided throughout or at the end of the academic year 	<ul style="list-style-type: none"> • The allowance is paid to the student • Payment is made when the allowance is approved • Large items should be purchased and receipts provided within 6 weeks of payment 	<ul style="list-style-type: none"> • Support workers employed by the HEI or a private company – the allowance is paid directly to the HEI or on behalf of an NMPH provider employed by the HEI or Private • Support workers employed by the student – the allowance is paid directly to the student on behalf of an NMPH provider • Payments are made in arrears on receipt of invoice • Invoices for unapproved NMPH will not be paid by SAAS
Additional information:	<ul style="list-style-type: none"> • The allowance is calculated at 50% for part-time students • Any unspent basic allowance can be used to top up the other allowances if necessary 	<ul style="list-style-type: none"> • The allowance is not scaled down for part-time students • Any unspent basic allowance cannot be used to top up the other allowances 	<ul style="list-style-type: none"> • The allowance is calculated at 50% for part-time students • Any unspent basic allowance cannot be used to top up the other allowances