

**APPLICATION FOR A DISABLED STUDENTS' ALLOWANCE**  
***Part-time OU students taking undergraduate courses in 2005/06***  
***for students in England, Wales and Northern Ireland***

- **Before you fill in this form, please read the *Disabled Students' Allowances factsheet* and *How to complete your application form for Disabled Students' Allowances*.** Your application may be delayed if there are mistakes or if you do not complete parts of the form.
- If it is difficult for you to write by hand please ask someone else (friend, relative, partner) to fill in the form for you or contact the DSA Office for assistance, but make sure that the answers are your own. If you can't sign the form yourself, Section F tells you what to do.
- Don't complete this form if you live in Scotland. If you live in Scotland, your regional centre will send you details of how and when to apply.
- In accordance with the 1998 Data Protection Act, the information on this form will be used to process your application. We are obliged to protect public funds and we may use the information you give to prevent and detect fraud. We may also share the information, for the same purposes, with other organisations that handle public funds.
- All the information that you provide will be handled in confidence, and in accordance with the Data Protection Act, 1998.

The OU's DSA Office at Walton Hall, Milton Keynes will administer your DSA.  
The address for correspondence is:

The DSA Office	<i>Voice telephone</i> 01908 654136 (General enquiries)
The Open University	01908 858938 (General enquiries)
Milton Keynes	01908 655548 (Awards Officer)
MK7 6ZN	01908 858939 (Awards Officer)
	01908 652237 (Awards Officer)
	<i>Textphone</i> 01908 659955
	<i>Fax</i> 01908 659956
	<i>E-mail</i> DSA-Queries@open.ac.uk





16 If you answered 'Yes' to 15, have you applied for Disabled Students' Allowances or a student loan for the course in question?

Name and telephone number of awarding body to which you have applied

Yes →

No

17 Have you been given a bursary or award from the National Health Service, Department of Health or Department of Health, Social Services and Public Safety (Northern Ireland) for a course in 2005–2006?

Name and telephone number of awarding body

Yes →

No

18 Are you behind with repayments of any loan you have previously had from the Student Loans Company?

Yes

No

19 Have you applied or do you intend to apply to the Access to Learning Fund/PC Grant Scheme for OU courses in 2005/06?

Date when you applied

Yes →

Day	Month	Year
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No

20 If you have applied for the Access to Learning Fund/PC Grant Scheme for OU study in 2006, have you been granted funding?

Amount and purpose of funding (e.g. Internet costs)

Yes →

No

**SECTION C Where you were born and how long you have lived in the UK**

21 Were you born in the UK, the Channel islands or the Isle of Man?

Yes → Give below the names of the district and sub-district in the UK where you were born You will find these on your birth certificate

District	Sub-district
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

No → Give below your place of birth (e.g. town or village), country of birth and nationality

Place of birth	Country of birth	Nationality
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

22 Will you be or were you living in England, Wales or Northern Ireland on the first day of the first year of your current programme of OU study leading to a first degree or undergraduate-level qualification?

Yes → You may be asked for documentary evidence. See *How to complete your application form for Disabled Students' Allowances*.

No →

23 Did you live in the UK throughout the 3-year period immediately before the first day of the first year of your current programme of OU study leading to a first degree or undergraduate-level qualification?

Yes → You may be asked for documentary evidence. See *How to complete your application form for Disabled Students' Allowances*.

No → List below the countries you were living in, your period of residence and your reasons for living in each

Country	Period of residence	Reasons for living there
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

24 Have you, your spouse, child or step-child been granted 'refugee status' by the UK Government? (Answer this question only if you answered 'No' to question 23)

Yes → You must provide documentary evidence. See *How to complete your application form for Disabled Students' Allowances*.

No

25 During any part of the 3-year period described in question 23, were you living in the UK mainly or entirely for the purpose of receiving full-time education?

Yes → Give below the name of your full-time course, the place where you studied and the period of study

Name of full-time course	Place of study	Period of study		
<input type="text"/>	<input type="text"/>	Day	Month	Year

No

26 Have you, your spouse or child come to the UK from another country in the European Economic Area (EEA) to seek or take up employment?

Yes → Give below the names of the EEA countries you lived in throughout the 3-year period immediately before the first day of the first year of your current programme of OU study leading to a first degree or undergraduate-level qualification.

Name of other EEA country	How long you lived there	
<input type="text"/>	From	To
<input type="text"/>	From	To
<input type="text"/>	From	To

No

27 If you are not a UK national or a national of another EEA state, will you have or did you have 'settled status' in the UK on the first day of the first year of your current programme of OU study leading to a first degree or undergraduate qualification?

Yes → You must provide documentary evidence. See *How to complete your application form for Disabled Students' Allowances*.

No

28 Have you, your spouse, child or step-child been given **exceptional leave/humanitarian protection/discretionary leave** (delete as applicable) to enter or stay in the UK'?

Yes →

You must provide documentary evidence. See *How to complete your application form for Disabled Students' Allowances*.

No

### SECTION D Your disability

29 Have you a physical or sensory disability, a mental health difficulty, dyslexia or another specific learning difficulty or health problem that is likely to affect your OU studies?

Yes →

You must provide documentary evidence

No

You are not eligible for Disabled Students' Allowances

30 If you answered 'Yes' to question 29, tick the box(es) below to show how your disability or illness affects you:

Sight

Dyslexia

Hearing

Mental health

Mobility

Personal care

Manual skills

Fatigue or pain

Speech

Other

31 Describe your disability in more detail below and explain how you think it will affect your OU studies. We cannot consider your application without this information.

32 Documentary evidence of your disability is essential if you want to be considered for Disabled Students' Allowances. Tick below the kind of evidence you are enclosing with this application (if evidence isn't enclosed your application will be delayed).

Doctor's letter

Medical certificate for a permanent medical condition

Diagnostic assessment produced by a recognized disability organization such as the RNIB, RNID, Scope

Diagnostic assessment of dyslexia or another type of specific learning difficulty

33 Have you a current needs assessment report that we can use to determine your OU study needs?

Yes →

Name of body that did the assessment

Date of assessment

Day	Month	Year
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No

If you answered 'Yes', please enclose a copy of the report.

34 Have you had a Disabled Students' Allowance for specialist equipment before?

Yes →

Give below the name of the DSA awarding body, the date of the award, and details of the equipment bought with DSA money

No

Name of DSA awarding body

Date of DSA award

Day	Month	Year
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Details of specialist equipment purchased

### SECTION E Your OU studies

35 Please list below all the OU courses (one course code to a box) you are registered for this year

36 Enter below the year in which you took or will be taking your first OU course in your current programme of study leading to a first degree or undergraduate-level qualification.

Are you in your final year of study?

Yes / No

37 Are you or will you be studying for an OU qualification?

Yes →

Name of OU qualification you are working towards (e.g. BA, BSc)

No

38 If you answered 'Yes' to question 37, how many credit points (from OU courses and from transferred credit, if you have any) have you obtained so far, and how many are required?

Number of credit points required for the qualification

Number of credit points studying this year?

Number of credit points (including transferred credit) obtained so far

## SECTION F Your declaration

Please read the undertakings below carefully. If you are happy to abide by them, put your signature, name and the date in the appropriate boxes. We cannot deal with your application if you do not sign and date this declaration. If your disability makes it impossible for you to sign the form we will accept the signature of someone acting on your behalf, as long as you provide a letter bearing your name and address and confirming that person's identity, the fact that he or she is acting on your behalf, and a specimen signature.

- The information I have given on this form is complete and accurate to the best of my knowledge and belief.
- I have enclosed all necessary documentary evidence.
- I consent to the disclosure of any or all of the information on this form/accompanying this form (delete if applicable) to any third party, such as an Assessment Centre or service provider, who need the information to assist the DSA Office in dealing with my application for Disabled Students' Allowances and with any DSAs I may receive.
- I consent to the DSA Office, for my own convenience, providing my medical evidence to the Open University Examinations section and/or to Regional Disability Advisors if it is required as proof for any special examination arrangements (to avoid me having to provide the same evidence twice).
- I understand that all information I may provide will be handled in confidence, and in accordance with the Data Protection Act, 1998.
- I understand and accept that the Open University has the right, if it is considered appropriate under Government guidelines, to make DSA payments on my behalf to a third party for the provision of services, rather than make them to me.
- I will inform the OU's DSA Office immediately in writing of any change in my circumstances such as a change of address, change in my disability or change in the courses I am taking, including a decision to withdraw from a course or from OU study altogether, that might affect my entitlement to support.
- I agree to supply any further information and take any actions the OU's DSA Office requests of me to facilitate consideration of my application for Disabled Students' Allowances.
- If I lose my entitlement to Disabled Students' Allowances and the Open University has made me any payments that I am not entitled to, I will repay them as required.
- If a Disabled Student Allowance paid to me or on my behalf is, for any reason, more than I am entitled to, I will repay the Open University the excess amount.

- I understand that if I give the Open University DSA Office false information, or fail to give complete information, I may be prosecuted, my application will be cancelled, and any future application may be rejected.

Your signature

Your name

Date

Day	Month	Year
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Please check that you have:

- Answered all questions on the form
- Provided all documentary evidence asked for
- Signed and dated the declaration in Section F

Send this form as soon as possible, in the pre-paid envelope provided, to:

The DSA Office  
 The Open University  
 Walton Hall  
 Milton Keynes  
 MK7 6ZN .

**Data Protection Act 1998:** The information you give on this form will be used for the purposes of processing your DSA application. The Open University's DSA Office is under a duty to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. It may also share this information, for the same purposes, with other organisations which handle public funds.

## FOR USE BY DSA OFFICE STAFF ONLY

Confirmation of OU part-time student status

I certify that to the best of my knowledge:

- The student named in Section A of this form is registered for and studying the courses named in Section E in 2005/6
- The courses named in Section E amount to \_\_\_\_ OU credit points, which are \_\_\_\_ % of an equivalent full-time course
- The courses named in Section E are designated for support under regulation 5 of the Education (Student Support) Regulations 2005 or regulation 5 of the Education (Student Support) Regulations 2003 (Northern Ireland) as appropriate

Signed

Date

