LEEDS BECKETT UNIVERSITY

SUPPORTING YOUR LEARNING NEEDS

Disability Advice

Disability, Specific Learning Differences, Mental Health Conditions, and long term health conditions.



Disability Advice

At Leeds Beckett University, we are committed to supporting students throughout their time at university. Disability Advice are a team who provide confidential information, advice and guidance to disabled students and degree apprentices studying or intending to study here.

In 2025-26, approximately 20% of our student population have told the university they have a disability or long-term health condition that impacts their ability to study. That's 1 in 5 students. If you require support please complete the **Support and Adjustment form** which you can access on our website via the QR code.

This booklet provides guidance about who is eligible and how to access support and adjustments. If you are not sure if you are eligible or require additional support, please get in contact with us:

Phone - 0113 812 5831
Email - disabilityadvice@leedsbeckett.ac.uk

During term time you can visit the Student Services Centre located at both campuses or book an online quick queries appointment via our website.



Who do we support?

If you are an undergraduate student, postgraduate student or degree apprentice, we will work with you to make reasonable adjustments that enable you to participate fully in academic life. We support students with diagnosed and undiagnosed conditions such as:

- Specific learning differences (SpLD) such as dyslexia and dyspraxia.
- Mental health diagnoses, such as depression, anxiety or an eating disorder.
- Long standing illnesses or health conditions such as diabetes, epilepsy and chronic fatigue syndrome.
- Autistic spectrum conditions.
- Physical or mobility difficulties.
- Attention deficit hyperactivity disorder (ADHD).
- Sensory impairments affecting vision or hearing.

How do I access support?

You can complete the **Support and Adjustment Form** to tell us more about:

- Your diagnosis.
- How it impacts on your studies.
- What support and adjustments you have received in the past.
- What adjustments you think you might need.

You can upload diagnostic evidence or letters from your GP or health professional, but if you don't have any evidence, that's okay, please still complete the form.

The quickest and easiest way to access support from our service is by completing our **Support and Adjustment form** which you can access from our website or via this QR code.

leedsbeckett.ac.uk/das

Inclusive Practice and Adjustments

Do I need an adjustment plan?

When you apply to the university, you will receive information about our **Standards for Inclusive Practice**, which outlines the level of inclusive practice all students and degree apprentices can expect during their course without needing a personalised adjustment plan.

If after reviewing these **Standards of Inclusive Practice**, you feel you need additional adjustments, please complete the **Support and Adjustment Form**, particularly if you require adjustments for exams and assessments that involve group work and presentations.

If you are not sure if the Standard of Inclusive practice are sufficient for your needs, please contact the Disability Advice team and we can advise you further.

What is included in an adjustment plan?

Your adjustment plan is created from the information that you share with us. It contains the support that will be required to help you fully engage with teaching and learning activities, including coursework, group work, presentations, and assessments such as exams and written assignments.

Once the plan has been completed, you will be invited to review it to ensure it meets your needs.

Examples of adjustments:

- **Teaching:** Opportunities to discuss lecture content if clarification is required
- **Assessment/Exams:** Extra time, rest breaks, and atlernative rooms.
- **Group Work:** Strategies to support inclusion and autonomy.
- **Learning materials:** Accessible large print or digital formats.
- **Physical environment:** Recommendations for accessible seating or desks.

If the adjustments in the initial plan do not cover all of the support and adjustments you require, we recommend you meet with a Disability Adviser to discuss you needs in more depth.

During the meeting with a Disability Adviser, you will work together to identify the specific adjustments. This may include providing the academic team with more information about how your diagnosis impacts on participating in learning activities and completing assessments.

While supporting evidence, such as a diagnostic report or letter from a medical professional is helpful, it is not essential to begin receiving support. The adjustment plan is a flexible document and can be reviewed to ensure it continues to reflect your needs during your time at university.



Disabled Students Allowance (DSA)

Disabled Students Allowance is available through your student funding body and is aimed at supporting disabled students who have, long-term health conditions, specific learning differences, and/or mental health conditions.

DSA helps to cover the additional study related costs you might incur due to your condition. It is available to students from across the UK, including those applying through Student Finance England (SFE), Student Finance Wales (SFW), Student Awards Agency Scotland (SAAS), Student Finance Northern Ireland (SFNI), and those applying for NHS/social work bursaries.

Importantly, DSA is not a loan, you do not pay it back. It's paid directly to the suppliers of your support and is not means tested. If you are not eligible got DSA, for example if you are a disabled degree apprentice, or an international student, please contact Disability Advice.



What does Disabled Students Allowance provide?

DSA covers a wide range of support options to ensure you can participate fully in your academic studies. This may include:

Specialist equipment which may include assistive software, such as text-to-speech or mind-mapping programs, a laptop if you require a device to access assistive software, ergonomic equipment and peripherals such as printers.

Non-medical helper funding can be for Specialist Study Skills Tutors or Specialist Mentors, who provide one-to-one support in areas such as academic writing, time management, and mental health strategies.

Travel allowance can contribute to the cost of getting to and from university and/or placement for those students whose disability or condition prevents them from using public transport.

General allowance covers other disability-related expenses such as photocopying or printer supplies.



How do you apply and who is eligible?

You may be eligible to apply for Disabled Students' Allowance (DSA) if you have a disability or condition that impacts your ability to study.
This includes:

- Specific Learning Differences, such as dyslexia, dyspraxia, or ADHD
- Autism Spectrum Condition.
- Mental health conditions, including anxiety or depression.
- Physical disability, for example if you have to use crutches, a wheelchair or a special keyboard.
- Sensory disability, for example if you're visually impaired, deaf or have a hearing impairment.
- Long-term health conditions, like cancer, chronic heart disease, or HIV.

To qualify for DSA, you must also:

- Be enrolled as an undergraduate or postgraduate student (including studying via distance learning).
- Be eligible for both tuition fee and maintenance loan support from your funding body.
- Be undertaking a full-time or part-time course that lasts at least one year

Please note that DSA is not available if you are:

- Only eligible for a Tuition Fee Loan.
- Receiving an NHS Disabled Students' Allowance (which is a separate programme).
- Getting equivalent support from another funding source, such as a university grant or a social work bursary.

To apply for DSA, you'll need to fill out an application through your respective student finance body. You will also need to provide evidence of your disability or condition, typically a doctor's letter or diagnostic report.

Evidence needs to confirm:

- Your diagnosis or working diagnosis.
- That your condition is long term (has lasted or expected to last at least 12 months).
- Impacts on day-to-day function including education.

After submitting your application and supporting evidence, you'll be invited to attend a needs assessment with a study needs assessor who will work with you to identify any challenges you may face studying at university. This assessment is key to determining what equipment and support the DSA can fund for you.





Do you need help to apply for Disabled Students Allowance?

Please contact the Disability Advice team if you need help to navigate the DSA application process. We can provide:

- Guidance on how to apply.
- Advise on what type of evidence you require.
- Support you to arrange your study needs assessment.
- Help you to arrange your funded equipment and support.

Whether you are a prospective student preparing for university or a current student in need of additional support, we are committed to ensuring you receive the help you need through DSA and other available resources, enabling you to make the most of your university experience.

Just one more thing...

Apply early! It can take approximately 14 weeks from application to receiving your DSA funded support.

If you are not eligible for DSA, for example if you are a degree apprentice or an international student please contact Disability Advice about assistive technology and study support you can access.

Extra help

DSA computer fund

If you have been recommended a DSA funded computer, you may be required to contribute £200 towards the cost. Leeds Beckett University is committed to supporting eligible students by covering this contribution for those who qualify for the maximum Maintenance Loan.

This contribution can be paid either directly to you or to the equipment supplier, depending on whether you have already paid the fee or if it is still pending.

Diagnostic testing for Specific Learning Differences (SpLD)

If you think you may have a Specific Learning Difference, such as Dyslexia or Dyspraxia, you can access diagnostic testing from a qualified educational psychologist. This testing can support your application for DSA or apprenticeship Learning Support Funding (LSF). To access diagnostic testing, you will need to:

- Complete our QuickScan screening by scanning the QR code
- Pay a £50 refundable deposit (You will recieve the £50 back after the assessment)
- Submit the SpLD Diagnostic form online.

If the refundable deposit is unaffordable, please reach out to our team to discuss options for support.

Medical evidence funding

If you have already paid for medical evidence, an Educational Psychologist Report, or other diagnostic testing either before or during your time at university, you can apply for reimbursement of up to £270. The evidence must support your application for DSA and meet the eligibility criteria to qualify for the refund.

Important: To receive any financial support from the university, you must be enrolled in your course and provide proof of purchase or eligibility.



Scan the QR code to complete your QuickScan

If you think you may have Dyslexia, Dyspraxia or another Specific Learning Difference, QuickScan is the first step towards accessing diagnostic testing.

QuickScan is a screening tool and does not provide a formal diagnosis.

Checklist

To get the most out of your time here at Leeds Beckett we have created a simple checklist for you to follow.

University application

- [ ] Complete the "More about you" section in your UCAS application, declare your disability, or if you apply directly to the university, make sure you declare your disability in the application.

Apply for Disabled Students' Allowance

- [ ] Obtain evidence of your disability, you may provide evidence by:
  - Asking your GP to complete an evidence form
  - Submitting relevant medical letters
  - Providing a diagnostic assessment
- [ ] Complete your DSA application.

Attend DSA study needs assessment

- [ ] Once you receive your DSA eligibility letter (DSA1) contact the recommended assessment provider
- [ ] Attend DSA study needs assessment
- [ ] Share your Needs Assessment report with the Disability Advice team
- [ ] Order any recommended specialist equipment
- [ ] Make sure you organise and attend Assistive Technology Training if recommended

Arrange DSA one-to-one support

If you have been recommended one-to-one Non-Medical Helper Support (NMH)

- [ ] Contact your support providers and give them a copy of your DSA award letter (DSA2)
- [ ] You may need to sign a support agreement
- [ ] Attend your first support session

Contact the Disability Advice Team

- [ ] Attend the Get Set transition events
- [ ] Open your Pre-Arrival email and follow the instructions to discuss your adjustments or support

Still not sure?

- [ ] Get in touch with the Disability Advice team



How to get in touch with us

The easiest way to get in contact with our service is by emailing or phoning us on:

Telephone: 0113 812 5831

Email: **disabilityadvice@leedsbeckett.ac.uk**

Visit the Student Services Centres during term time, to speak to a member of the team who can help with:

- booking appointments
- advice regarding evidence
- signposting to support and resources available

Online drop-ins run throughout the year see our website for more information.

Useful links

Student Finance England
studentfinance.campaign.gov.uk

Student Finance Wales
www.studentfinancewales.co.uk

Student Awards Agency Scotland
www.saas.gov.uk

Student Finance Northern Ireland
www.studentfinanceni.co.uk

NHS Business Services
www.nhsbsa.nhs.uk/nhs-bursary

Disability Advice website