

STUDENT FULLNAME ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3 POSTCODE	Student Finance England PO Box 210 Darlington DL1 9HJ
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[DATE]

Customer Reference Number: [Customer Reference Number](#)

Dear [Mr Smith](#)

**Disabled Students' Allowances (DSAs) Study Needs Assessment Required  
2010/11**

Thank you for your application for DSAs and supporting evidence.

We can confirm that you are eligible for DSAs for [\[entereligibledisability\]](#).

**Next steps you need to take**

- You need to have a **DSA Study Needs Assessment** at an Assessment Centre

You should look to book this assessment as soon as possible. You can find a full list of accredited Assessment Centres at [www.dsa-qag.org.uk](http://www.dsa-qag.org.uk). To find your nearest centre, click on 'Search for Assessment Centre (View Map)' and choose a Region or Town from the drop-down list.

The Disability Adviser at your university or college can also help you to arrange your DSA Study Needs Assessment. If you want the Disability Adviser to help you arrange a Study Needs Assessment please show them this letter so they know that we have approved this.

**What will happen at the DSA Study Needs Assessment**

At the Assessment Centre, the assessor will work with you to find out what disability-related support you need for your course. They will send us a **DSA Study Needs Assessment report** to let us know what support is needed, the cost of the support and a list of recommended suppliers.

A copy of this report will be sent to you and, if you have given permission, to the Disability Adviser at your university or college.

Please do not buy any equipment before you get your DSAs entitlement letter from us. If you do, we cannot guarantee that we will refund the costs.

## **Next steps we will take**

We will pay the fee for your DSA Study Needs Assessment directly to the Assessment Centre.

We will also pay the cost of your transport to the DSA Study Needs Assessment appointment from the Travel allowance of your DSAs. You can claim this by sending your travel receipt to: Student Finance England, PO Box 210, Darlington, DL1 9HJ.

When we receive a copy of your Study Needs Assessment report we will send you a DSAs Notification of Entitlement letter.

For further information about DSAs go to [www.direct.gov.uk/dsas](http://www.direct.gov.uk/dsas), call us on the number provided or email us at [dsa\\_team@slc.co.uk](mailto:dsa_team@slc.co.uk).

Yours sincerely

[NAME]

On behalf of Student Finance England

**Please note that the student's full name and Customer Reference Number must be provided on all correspondence to Student Finance England in order to avoid delays in processing.**