

1. We will write your report

- Your Assessor will write their recommendations in a Needs Assessment Report
- We may, with your consent, also contact other people including, your Disability Adviser or your Course Leader, for information about your course and the support available at your University
- If you would like to see a draft of your report, please tell us. We will e-mail the draft report to you; so if you have any comments or suggested amendments please let us know. If you do not contact us within five working days we will assume you are happy with the report

2. We will circulate your report

- The report will be sent to you and your Funding Body within ten working days of your assessment
- With your consent, we will also send a copy of the report to your Disability Adviser

3. Your Funding Body will write to you

- Your Funding Body will consider the recommendations in the report and confirm in writing to you (DSA2 Letter) the support and equipment they have agreed to fund
- If your Funding Body refuses to fund any of our recommendations, please let us know.

4. Arranging your support

- You should read and follow the instructions on your DSA2 Letter
- If we have recommended equipment you will need to contact the approved equipment supplier to arrange delivery
- If we have recommended Assistive Technology Training you should contact the training provider as soon as your equipment has been delivered. This will ensure you get the most out of your support.
- If we have recommended 1:1 NMH Support (such as Study Skills or Note Taking) you should contact your Disability Adviser to arrange the support.

5. Any further queries

- If you have any questions regarding your assessment or the DSA process please contact us
- Leeds Beckett University offers a fully inclusive assessment fee. This means all work for the duration of your original course of study is covered, including:
 - Additional needs with which you may present
 - Any activities undertaken by an Assessor to review your DSA support
 - Any required liaison with funding bodies, equipment suppliers or other appropriate stakeholders for the purpose of review of your support needs