We suggest that you start this process as soon as possible! Don’t wait until after your A Level results or until you actually start University!

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| Download and fill in an application form | To apply to Student Finance Direct, Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency for Scotland: [www.direct.gov.uk/dsas](http://www.direct.gov.uk/dsas)  
To apply to NHS: [www.nhsba.nhs.uk/students](http://www.nhsba.nhs.uk/students)  
Contact your Disability Advisor for applications to Research Councils |
| Send your evidence to your Funding Body | Send the above form plus either a copy of your Educational Psychologist/Specialist Teacher’s Report (a full report carried out since the age of 16) or medical evidence. The Funding Body will then send you a letter to confirm that you can book a Needs Assessment |
| Book an Assessment | Contact details for your nearest Assessment Centre can be found at: [www.dsa-qag.org.uk/search.asp?f=4](http://www.dsa-qag.org.uk/search.asp?f=4) or [www.nnac.org](http://www.nnac.org)  
You can book an appointment by phone. You will need to provide a copy of the evidence sent to your Funding Body, plus a copy of their confirmation letter |
| Attend the Assessment | The assessment is an informal discussion of the impacts of your disability/specific learning difficulty on your academic studies and of appropriate study strategies. There will also be the opportunity to evaluate equipment and software. You should allow approximately 2 hours for the assessment. The Assessor will then produce a report. |
| Read through your report | The report should be sent to you **10 working days** after your assessment. Read through it carefully and contact the Assessment Centre if there are any amendments. If not, sign and return a copy of the report. The Assessment Centre will then send it to your Funding Body and Disability Advisor |
| Funding Body contacts you | Your Funding Body will write to confirm the recommendations that have been agreed and how to go about getting the equipment. If you have not already done so, contact the Disability Advisor at your University in order to put your support in place. |
| Get your equipment and training | You may have to provide the Equipment Suppliers with a copy of the Funding Body letter to order your equipment and software. The Equipment Supplier will then deliver the equipment and software and also any training. |
| Claim Books or Photocopying costs | If recommended in your report, you may be able to claim additional books or photocopying costs. Download the relevant form for reimbursement of costs from: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) |

**Enjoy your Studies!**

For more detailed information about the DSA Application process, please go to the **ACCESS Centre** page on our website:  
[www.nottingham.ac.uk/as](http://www.nottingham.ac.uk/as)
The University of Nottingham ACCESS Centre aims to offer you an appointment either on the same day as you make initial contact with us either in person, by phone, or by email/letter or within 1 working day subject to Funding Body confirmation. We will confirm this by letter or email by the next working day and send you a form to fill in.

Where possible, you should return the following to us, no later than 5 working days before your assessment:

- Evidence relating to your disability/specific learning difficulty
- Letter from your funding Body confirming that you can attend a Needs Assessment
- Completed Pre-Assessment Form

The University of Nottingham ACCESS Centre aims to carry out your Needs Assessment within 15 working days of your initial request for a Needs Assessment. However, during busy times of the year or if your needs are particularly complex, there may be a delay in the appointment date we can offer. We will then offer you the earliest available appointment or assist you with a referral to another Assessment Centre. Allow approximately 2 hours for your Assessment.

A copy of the Needs Assessment report should be sent to you 10 working days after your assessment. Allow time for postal delivery before you chase up your report. Read through the report carefully and contact us if there are any amendments. If not, sign and return a copy of the report, plus the questionnaire which will be enclosed.

We aim to deal with any queries you have raised about the content of the report within 3 working days although this can take longer if we need to refer back to your Assessor, the Equipment/Software Supplier or your Disability Adviser.

Once we have received the signed copy of your report, copies of this will be sent to your Funding Body and, with your permission, to your Disability Adviser within 1 working day of us having received this.

Your Funding Body should contact you approximately 3-4 weeks after they have received your report to confirm the recommendations that have been agreed and how to go about getting the equipment and support. If you have not already done so, contact the Disability Advisor at your University in order to put your support in place.

The Equipment Suppliers should deliver your equipment and training approximately 5-10 working days from receipt of your order, although during busy times this can take longer. Remember to provide them with a copy of the Funding Body confirming what equipment and software has been agreed by your Funding Body.