

Guidance for Disabled Students: Higher Education HE13

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

Askham Bryan College welcomes all applicants. If you have a disability, medical or mental health condition, please make sure that you complete the disability coding box on your application form- in most cases this will be your UCAS application form. This information will allow the Higher Education Learning Support team to contact you prior to your course to ensure that we can work with you to make informed agreements about the support that you may require. With your permission, we can then also liaise with others who should know about the effects of your disability, such as your previous educational provider or your General Practitioner.

It is important to understand the value and importance of declaring your disability. If we do not know about it, the College may not be able to provide the individual support you require. It is advisable and beneficial to declare your disability when applying; however, you can let the College know at any stage of your course.

Our most important piece of advice:

Please disclose if you think you have a disability. We're here to help, we don't know if you don't tell us.

2. HIGHER EDUCATION STUDENTS AND DISABILITY

As a higher education student living in England, you can apply for a Disabled Students' Allowance (DSA) if you have a:

- disability
- long-term health condition
- mental health condition
- specific learning difficulty such as dyslexia

The support you get depends on your individual needs and not on income.

Version: September 2019	Next Review: August 2020	Author: HE Learning Support Co-ordinator	SMT Owner: Director of Higher Education
-------------------------	--------------------------	---	--

3. DISABLED STUDENTS' ALLOWANCE (DSA)

3.1 What is the Disabled Students' Allowance?

The Disabled Students' Allowance (DSA):

- is a grant, not a loan, and does not have to be paid back.
- does not depend on a student's income or the income of their parents, guardians or careers.
- does not affect entitlement to other benefits.
- is available to both full-time and part-time undergraduates who are UK residents and pay home fees.
- helps disabled people to study in higher education on an equal basis with other students.

For further information regarding eligibility and general information please consult the following link: <https://www.gov.uk/disabled-student-allowances-dsas>

Information in alternative format is available from the following link: www.brailleandlargefonts@slc.co.uk or by phoning 0141 243 3686

To access DSA, you are required to complete an application form which can be found at <https://www.gov.uk/student-finance-forms> . It is normal to be expected to provide medical evidence (such as a letter from your doctor, specialist or the completed medical evidence form below) if you have a disability or mental health condition. If you have a specific learning difficulty such as dyslexia, you must provide evidence in the form of a 'diagnostic assessment' from a psychologist or suitably qualified specialist teacher. The application and evidence needs to be sent to your funding body (normally Student Finance England). The guidance notes are very thorough and can also be accessed through the following link: <https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim> and

<https://www.gov.uk/disabled-students-allowances-dsas/further-information>

[Medical Evidence forms can be found at.](#)

<https://www.gov.uk/disabled-students-allowances-dsas/eligibility>

Following application, the funding body will write to you to let you know if you qualify for DSA. If you are eligible for DSA you will be asked to have your needs individually assessed at an independent assessment centre (listed at www.dsa-qag.org.uk find an assessment centre). The service can be very busy and applicants are encouraged to apply as early as possible. In some instances from application to the DSA 2 entitlement letter can take up to 14 weeks. **Please apply early!**

3.2 Types of DSA Award

There are four main awards under the general heading of the DSA, each with its own area of allocation of funds:

Version: September 2019	Next Review: August 2020	Author: HE Learning Support Co-ordinator	SMT Owner: Director of Higher Education
-------------------------	--------------------------	---	--

GUIDANCE FOR DISABLED STUDENTS: HIGHER EDUCATION HE13

- **Specialist Equipment Allowance** – this can be used for the purchase of items of equipment you need because of your disability or specific learning difficulty. It can be used to pay for repairs, insurance or extended warranty costs.
- **Non-Medical Helper's Allowance** – this can be used to help pay for support workers such as, study skills tutors, specialist one-to-one support, sign- language interpreters etc.
- **General Allowance** – this can help pay for other disability related spending. It can purchase items such as printer cartridges and paper, photocopying.
- **Travel Allowance** – this allowance can help with any extra travel costs that you may have to pay to attend College because of your disability.

DSAs pay for study support and not personal care support. If you feel that you require personal care support (eg: help with shopping, washing, cleaning etc) funding can be provided via liaison with your home Social Services department.

3.3 Can I apply for DSA?

The Disabled Students' Allowance is available for students who experience difficulties in accessing their studies due to a disability, specific learning difficulty, or an enduring health condition, such as:

- an enduring mental health difficulty, for example depression, generalized anxiety conditions, bipolar disorder (manic depression), or other long-standing mental health issue.
- a specific learning difficulty, like dyslexia, dyspraxia, dyscalculia or AD(H)D.
- a social / communication disability, like Asperger's Syndrome, or another autistic spectrum condition.
- a sensory impairment that affects the ability to see or hear with ease.
- a physical or mobility difficulty such as needing to use a wheelchair or crutches
- (long-term), difficulty in using arms or hands, or other physical difficulties.
- an on-going illness or health condition such as cancer, HIV, diabetes, chronic fatigue syndrome (CFS or ME), epilepsy, Crohn's disease, or other continuing health condition.

3.4 Applying for DSA

The process of applying for DSA can take up to three months so you should apply as soon as you can to make sure you have everything in place for starting your course.

10 Tips on applying for DSA:

1. DSAs can be applied for before or during your course
2. Obtain evidence (e.g. doctor's letter or full diagnostic dyslexia report)
3. Check evidence eligibility with the Higher Education & Mental Wellbeing Support Coordinator
4. Complete an application form available from the **your DSA** website:

Version: September 2019	Next Review: August 2020	Author: HE Learning Support Co-ordinator	SMT Owner: Director of Higher Education
-------------------------	--------------------------	---	--

GUIDANCE FOR DISABLED STUDENTS: HIGHER EDUCATION HE13

<http://www.yourdsa.com/>

5. Your funding body will write back to you in approximately 3-4 weeks stating your eligibility.
6. If your application has been declined speak to the Higher Education & Mental Wellbeing Support Coordinator as soon as possible.
7. If your application has been accepted, the email/letter will ask you to arrange a study needs assessment
8. Book a study needs assessment with an accredited DSA QAG assessment centre. The Higher Education & Mental wellbeing Support Coordinator can advise on this.
9. Your chosen assessment centre will help you through the rest of the process.
10. Keep in touch with the Higher Education & Mental Wellbeing Support Coordinator so that they can make sure that everything specified in the DSA award is in place.

4. COLLEGE CONTACTS

Your first point of contact for queries and advice about access to learning and learning support provision for students with disabilities or sensory impairment is:

Ange Cousans: Higher Education & Mental Wellbeing Support Coordinator

Email: angela.cousans@askham-bryan.ac.uk

Monday – Friday 8.45am – 4.45pm

Telephone 01904 772339

Marilyn Shersby: Student Services Manager

Email: marilyn.shersby@askham-bryan.ac.uk

Monday – Friday 8.30 am – 6.00 pm

Telephone 01904 772201

5. EXTERNAL ORGANISATIONS

Student Health Association

For students not in receipt of the DSA.

Link available at: <https://www.studenthealthassociation.co.uk/application/>

UCAS

Students with disabilities:

Link available at: <http://www.ucas.com/how-it-all-works/explore-your-options/individual-needs/students-disabilities>

British Dyslexia Association

Unit 8 Bracknell Beeches, Old Bracknell Lane

Bracknell RG12 7BW

Telephone: 0845 251 9002

Fax: 0845 251 9005

Website: www.bdadyslexia.org.uk

Email: helpline@bdadyslexia.org.uk

Version: September 2019	Next Review: August 2020	Author: HE Learning Support Co-ordinator	SMT Owner: Director of Higher Education
-------------------------	--------------------------	---	--

GUIDANCE FOR DISABLED STUDENTS: HIGHER EDUCATION HE13

Department for Education

Link available at: <https://www.gov.uk/topic/higher-education/administration>

Equality and Human Rights Commission

Website: www.equalityhumanrights.com

Royal National Institute of Blind People (RNIB)

105 Judd Street, London WC1H 9NE

Telephone: 020 7388 1266

Fax: 020 7388 2034

Email: helpline@rnib.org.uk

Website: www.rnib.org.uk

Royal National Institute for Deaf People (RNID)

19-23 Featherstone Street, London EC1Y 8SL

Telephone: 020 7296 8000

Textphone: 020 7296 8001

Fax: 020 7296 8199

Email: informationline@rnid.org.uk

Website: www.rnid.org.uk

Disability Rights UK:

Higher Education Guide:

Website: www.disabilityrightsuk.org

DisabledGo

Here you can find detailed information about the access to all kinds of places - hotels, restaurants, colleges, tourist attractions, libraries, hospitals, leisure centres - the list goes on! All access information has been collected in person by DisabledGo's team of surveyors. You can also use DisabledGo to find a job, catch up on the latest disability news, advertise events, post articles and join discussions on our forum. The website has been designed in constant consultation with disabled people and we would welcome your feedback and ideas so please get in touch <http://www.disabledgo.com/en/home/>.

Version: September 2019	Next Review: August 2020	Author: HE Learning Support Co-ordinator	SMT Owner: Director of Higher Education
-------------------------	--------------------------	---	--

**HE13 GUIDANCE FOR DISABLED STUDENTS: HIGHER EDUCATION
HE13**

Facilities at University Centre - Askham Bryan College									
Site	Ramped access	Wheelchair Access	Toilet for disabled	Car park close by	Hearing Loop System	Support with hearing impairment	Support with visual impairment	Specialist IT equipment	Support Assistant
York Main Building	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Teaching Block	YES	YES		YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Animal Management	YES	YES	YES	YES	YES – rooms teaching	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Lance Gilling Building	YES	YES	YES	YES	YES – rooms teaching	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Science Block	YES	YES			YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Engineering				YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Equine	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Horticulture	YES	YES		YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement

Version: September 2019

Next Review: August 2020

Author: HE Learning Support
Co-ordinator

SMT Owner: Director of
Higher Education