

Disability and Dyslexia Service

Information for agencies providing DSA funded support to University of Worcester students

Disability-related support for students is mainly funded through Disabled Students Allowance (DSA) and administered by the student's DSA funding body, usually Student Finance England.

The University of Worcester Disability and Dyslexia Service (DDS) is not always the approved supplier of disability related support. The funding body may approve an agency or other external supplier (or a mixture). There may be a number of reasons for this including student choice, location or the specialist nature of the support.

How DSA support is arranged.

1. Each student eligible for DSA has a study needs assessment independently carried out to identify their academic support needs.
2. The funding body then decides which of the identified needs it will fund and which supplier will provide them. The agreed support details are outlined in a DSA2 letter that is sent to the student. The DSA2 letter will also indicate if the total cost of support will exceed the DSA allowance.
3. Each supplier can then provide the agreed support up to the number of approved hours and cost in the DSA2 letter.*
4. The supplier contacts the student to arrange the agreed support. The student may need to give the supplier details of their study timetable if the support is intended for taught study sessions. The student should provide all the necessary information regarding times and location to the supplier.
5. The supplier invoices the funding body for support delivered up to the amounts agreed. The supplier should ensure any other necessary information required by the Funding body is included to authorise payment.

Full information on DSA funding, the requirements of support and appropriate invoicing can be gained from the Funding body (contact details below).

***Important Note:**

- The funding body will **not** pay for:
 - unapproved hours
 - approved hours that exceed the annual DSA budget
 - Cancelled sessions (without 24 hours' notice).

- The supplier should carefully check that the approved number of support hours meet the student's requirements and the hourly rate is correct in the DSA2 letter. If these details need amending or the supplier thinks additional hours are required, it must ensure this is agreed in writing and in advance of delivery by the funding body as unapproved hours may not be paid.
- Where a supplier is considering making an application for additional hours to the DSA Needs Assessor or funding body, it should consult with the student and DDS first as there may be more than one supplier providing DSA funded support to a particular student and the collective cost of support may exceed the student's annual DSA budget.
- Where a potential overspend is anticipated - either from information contained in the DSA2 letter, on-going DSA monitoring or other information available - the supplier should consult with DDS to discuss the student's on-going support package as soon as possible.
- The university does not pay for the cost of missed or attended sessions where the funding body has, or would, reject that claim for any reason.
- The DDS may facilitate initial contact between a student and a DSA funded external supplier, and provide useful University information to that supplier, **however the university does not meet the cost of support provided by that supplier.**

DSA Funding Bodies Contact Details (main ones)

Student Finance England

Webpage: www.practitioners.slc.co.uk

Email: disability_adviser@slc.co.uk

Tel: 01325 215 194

NHS

Webpage: www.nhsbsa.nhs.uk/students

Email: SBAccount@ppa.nhs.uk

Tel: 0300 330 1345

Student Finance Wales

www.studentfinancewales.co.uk/student-finance-in-201718.aspx#.WHdh4rfPvct

Tel: 0300 200 4050

DDS Contact Details

The Disability and Dyslexia Service PNG008

University of Worcester

Henwick Grove

Worcester WR2 6AJ

Tel: 01905 54 2551

disability@worc.ac.uk

www.worcester.ac.uk/student-services/disability-and-dyslexia.htm