

Reasonable Adjustments, Special Considerations and Disabled Students' Allowance (DSA)

Both during your interview, and when completing your application for Student Finance, you will be asked if you have any disabilities. Please be aware that these do not need to be visible disabilities – such as health problems – but they can also relate to mental health issues, or specific learning differences (SPID's), such as dyslexia, etc. If you have a long-term medical condition, health, or educational, issues, then you may be able to apply for Disabled Students' Allowance (DSA) through SLC, or receive internal help through The City College Reasonable Adjustments and Special Considerations Policy (available on SharePoint).

You were asked, during your interview, whether or not you had any medical conditions or learning differences. If you did not disclose these, before you started the programme, the college will be unable to give you additional support in your studies (such as extension for deadline submissions). If you were diagnosed/became aware of medical issues after enrolling on the programme, the college will need to see medical evidence, giving the date of the start of said condition. If you believe you have a specific learning difference (SPID) such as dyslexia, autism spectrum disorder (ASD), attention deficit hyperactivity disorder (ADHD) or another learning difference and have no assessment, please do come and speak to us as we may be able to offer internal college support.

If you feel you may qualify to receive Reasonable Adjustments or Special Considerations, please speak to the Student Welfare Officer.

What are DSAs?

Disabled Students' Allowance (DSA) are Student Finance grants that help to pay for extra Assistance Technology and Specialist Support that you may need as a direct result of your disability, on-going health condition, sensory impairment, mental-health condition or specific-learning difficulty.

How do I know if I qualify for DSA?

You will qualify if you are a student on a higher education course, who lives in England, and you can prove that you have a disability, medical condition, sensory impairment, mental-health condition or a specific learning difference which affects your ability to study. If you do not have proof of this, you will need to arrange this yourself – for example, if you do not have an assessment regarding your dyslexia, but feel that you may well be dyslexic, then you will need to pay privately for an assessment, in order to send the report to the DSA. If you have a medical condition, you will need to provide evidence of the condition.

What DSA help can I get?

You can get help with paying for Assistive Technology (computers, printers, recorders, etc.), Assistive Software, Specialist Support and possibly travel costs. You may need to pay something towards the cost of this specialist equipment and will receive a grant for the balance.

Do I have to pay for anything?

You may need to pay for any tests or letters to prove that you qualify for DSA if you do not already have any. Please be aware that tests for conditions, such as dyslexia, can cost several hundred pounds. If you are approved for DSA you may need to pay an initial contribution (approx. £200+, although the amount will be assessed individually) towards equipment.

I Would Like to Apply for DSA- What do I need to do?

Evidence: The first step is to make sure you have evidence of your disability.

Application: You will need to fill in an online application form for DSA. When you are completing your Student Finance Form you will be asked whether you have any disabilities and the DSA application is available for you to complete as part of the application process.

Needs Assessment: If your application is approved, you will then need to arrange a DSA Needs Assessment. This is a meeting to help identify the kinds of support which will assist your particular needs. This can be arranged through SFE who will send you details once you have applied for DSA.

How will the College help me if I receive DSA?

- It is important that you keep us informed if you are applying for DSA, so that we can help and support you – if you are eligible for DSA then you may also qualify for Reasonable Adjustments or Special Considerations.
- If you have evidence of your disability, then please bring us a copy for your file. Your file is confidential and so, if you would like us to inform your lecturers of your particular issue, then you must give us permission to do so. You can speak to **Susan Riaz** in the admin office, who is the Welfare Officer, and she will be happy to advise you and liaise between you and members of staff.
- If you would like to discuss the possibility of applying for DSA, Reasonable Adjustments or Special Considerations, and what it entails, then make an appointment to discuss this further with the Student Welfare Officer.

What are Reasonable Adjustments and Special Considerations?

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the student at a substantial disadvantage in the assessment situation. This can include a long-term health condition, a Specific Learning Difference (SPID), disability or mental-health condition.

Reasonable adjustments can be requested by anyone who has a disability or a difficulty that places them at a substantial disadvantage in the assessment situation and a reasonable adjustment would reduce the effect of this and provide a fair assessment. Examples of reasonable adjustments include allowing extra time (assignment extensions), assessment material in large format or the use of assistance software.

Special considerations are made to ensure that students are not disadvantaged by any exceptional circumstances that may arise prior to, or during the assessment.

Applications for Reasonable Adjustments and Special Considerations

Requests for making reasonable adjustments should be made using the Reasonable Adjustments and Special Considerations Request Form, which is available from the admin office (Please speak to either the Student Welfare Officer, Lina, Karen or Jyoti in admin).

The form should be completed and returned to the admin. office as soon as possible, along with evidence to support the application, to allow sufficient time for the reasonable adjustments to be made. The minimum amount of notice required is 15 working days. Should your condition be a long-term one which will affect you throughout your course then the Reasonable Adjustments put in place will reflect this for the entire time you are at College.

**If you have any questions, please do come and speak to the Student Welfare Officer
Susan Riaz: sriaz@citycollege.ac.uk**