**Disabled Students Allowance Process**

**Complete relevant DSA01 Form and return to the Education Authority with medical evidence**

**Student contacts the Needs Assessment Centre (NAC) to arrange an appointment. All appointments offered within 10 days of initial** **contact**

**Education Authority will confirm eligibility for DSA within approximately 8 weeks**



**NAC: 028 90 975275**

**Disability Services: 028 90 975251**

**Education Authority: Contact your Local Regional Education Authority**

**Training Delivery:**

**Student to organise directly with the Supplier and Education Authority**

**Nursing Students speak directly with Disability Services. No DSA 01 form required**

**Needs Assessment Report finalised within 10 working days and sent to the student for review**

**Non-medical helper Support:**

**Disability Services will automatically organise non-medical helper support following approval of recommendations by the Education Authority**

**Equipment Delivery:**

**Student to organise directly with the Supplier and Education Authority. This process can take a further 4- 6 weeks**

**The report is sent to the Education Authority to be processed**

**The student’s University Disability Officer is also provided with a copy of the report**

**The Education Authority will confirm by letter which recommendations have been approved within 6 – 8 weeks**

**If the student has not received a letter by 8 weeks they should contact the Education Authority directly by phone or email**

**Student attends a meeting with their Needs Assessor to discuss individual support needs**