



The Student Support and Wellbeing Team

Accessing Support at University

A guide for Disabled Students

2017/2018

wlv.ac.uk/sec

Are you applying for university? Do you have a disability or specific learning difficulty?

The Student Support and Wellbeing Team are here to help!

Every year, 1000s of students with a broad range of disabilities and specific learning difficulties achieve their potential at the University of Wolverhampton opening up opportunities for employment and further study.

The University of Wolverhampton is an inclusive institution working to meet the individual needs of our students.

The Student Support and Wellbeing Team are here to provide advice and support for students who have a disability or specific learning difficulty.

Disabilities and specific learning difficulties can include:

- ◆ Specific learning difficulties: Dyslexia, Dyspraxia, Dyscalculia
- ◆ Mental Health conditions
- ◆ Autism Spectrum Conditions including Asperger syndrome
- ◆ Sensory disabilities including those affecting sight or hearing
- ◆ Long term medical conditions

Who can I talk to about my disability?

The Student Support and Wellbeing Team are here to provide advice about support options at University.

When should I contact the Student Support and Wellbeing Team?

You can contact the Student Support and Wellbeing Team at any time: whether you're thinking about university, have applied for or have been offered a university place.

We can talk to you about your support needs and provide advice about applying for the Disabled Students' Allowances (DSA) (see **How do I apply for the Disabled Students' Allowances (DSA)?** on page 4)

◆ For more information on the support available to you, **visit: wlv.ac.uk/sec**

I have applied to study at the university, what happens next?

Step 1

When you apply to study at the University, tell us on your application forms that you have a disability or specific learning difficulty.

Step 2

When we make you an offer, we will ask you to complete a 'Self Declaration Form' which lets you share with us information about your disability or specific learning difficulty. Please complete and return the form as soon as you can.

Step 3

We will also ask for evidence of your disability or specific learning difficulty. Please send this to us with your Self Declaration Form. Don't worry if you do not have any evidence as we can talk to you about assessment or other support options.

Step 4

When we have received your Self Declaration Form, one of the team will be in touch to discuss the support to which you may be entitled while studying with us.

What support could I receive?

Support for All Students can include:

- ◆ General Study skills support, including tutorials and general workshops, through the University Learning Centres.
- ◆ Apps Anywhere – access to specialist software.
- ◆ Audio-visual lecture capture – a number of taught sessions are captured.

Additional Support for Students with Disabilities or Specific Learning Difficulties

Depending on your individual needs, you may be eligible for additional support provided by the University. The Student Support and Wellbeing Team can talk to you about additional support that may be available.

Disabled Students' Allowances

You may be eligible to receive additional funding known as the Disabled Students' Allowances (DSA) to help cover the costs of any additional support you may need to access your university course. DSA funding is available for eligible students and can help with costs for specialist equipment, Non-Medical Helpers (NMH) and other disability-related costs associated with studying.

The University of Wolverhampton is an approved Non-Medical Helper (NMH) provider.

How to contact the Student Support and Wellbeing Team:

Call us on: **01902 321074** | Email: **sec@wlv.ac.uk**

For more information visit: **www.wlv.ac.uk/sec**

◆ Apply early for your course, your funding and your DSA. **Delay = Disappointment.**

How do I apply for the Disabled Students' Allowances (DSA)?

- ◆ You should begin the process of applying for your DSA as soon as possible.
- ◆ **For more information about how and when to apply:**
 - England:** www.gov.uk/disabled-students-allowances
 - Scotland:** www.saas.gov.uk
 - Wales:** www.studentfinancewales.co.uk
 - Northern Ireland:** www.studentfinancenir.co.uk
- ◆ We are here to help you if you have any questions about applying for DSA however it is **your responsibility to apply for the DSA.**
- ◆ The DSA application process can take a number of months to complete and so it is important that you start the process as soon as possible. Support cannot be guaranteed without your DSA being in place.

Do I need to talk to the university before applying for the DSA?

You do not need to talk to us before applying for the DSA as you are responsible for the application process. However we are here if you need advice and support with the process.

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My DSA application has been approved. What happens next?

- ▶ **Step 1: If required, book a Study Needs Assessment**
If you are approved for the DSA, you may need to attend a Study Needs Assessment. This is not a test but is an informal chat with a Needs Assessor who will talk to you about the additional support you may need at university. The University does not complete Study Needs Assessments. You can find a list of Needs Assessment Centres at www.dsa-qag.org.uk.
- ▶ **Step 2: Attend your Study Needs Assessment**
At the assessment, your Needs Assessor will make recommendations about the specific support you may need at university. They will complete a Needs Assessment Report (NAR) which is returned to the relevant funding body for final approval.
- ▶ **Step 3: Receive your DSA letter**
Final approval is sent to you in a DSA letter. The letter provides details of your support and **details of who will provide the support.** Please note that the DSA agreement is between you and the relevant funding body. If you have any questions about the DSA letter please contact the relevant funding body.
- ▶ **Step 4: Contact the support provider/s named in your DSA letter**
 - ◆ The DSA contains details of the provider responsible for your support. Please note this may not be the University.
 - ◆ It is your responsibility to contact the provider/s named on your DSA as soon as possible to discuss setting up your support.
 - ◆ **If the University of Wolverhampton is named as the provider** on your DSA please contact the Student Support and Wellbeing Team as soon as possible.
 - ◆ **If you have a provider who is not the University of Wolverhampton,** contact that provider directly to discuss your support. While the university is not responsible for providing you with this support, we are still here to help if you have any questions about your support.

What do I do if I have applied to study at one of the University's Partnership Colleges?

If you have applied to study a University course delivered at one of our partner UK colleges, you will still be able to apply for DSA.

Your support will be provided by our partner college. Please contact the college directly to discuss your support needs.

What if I need Personal Care?

If you require personal care support on the University campus or in halls of residence, you will need a care package in place before you commence your course.

Apply to your local Adult Services department as early as possible so that they have sufficient time to liaise with the Adult Services team where you'll be living.

Please note: until a care package has been agreed by all parties, this may delay you being able to start your course.

What happens if I am not eligible for DSA?

Please come and talk to us about other support options (Please also refer to 'What Support could I Receive?' above)

What if I am an EU or International student?

Please be aware that EU and international students are not eligible for DSA.

For funding advice on meeting your support costs, get in touch with your home country's educational Advisory service.

You can also contact the Student Support and Wellbeing Team for advice about what support you may be eligible to access.

What do I do if I want to apply for additional DSA support?

If you want to request additional support types or additional learning support hours to be added to your DSA, you need to contact the Assessment Centre that completed your Needs Assessment Report. **The University cannot make this change for you.**

You can make this application at any time during the course of your studies. The University cannot provide you with additional DSA-funded hours unless these are recorded on your DSA.

If you want to change the provider of your support, including if it is the university who is providing the support, you need to contact the Assessment Centre that completed your Needs Assessment Report to request the supplier is reviewed.

Confidentiality

Any sensitive information you disclose to the University is stored securely and in accordance with the Data Protection Act. Information about your disability or specific learning difficulty is only shared with your permission. We can talk to you about what information you would like to share.

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This guide is available in alternative formats.

Student Support and Wellbeing

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