studentfinanceni

Application for Disabled Students' Allowance (DSA) 2024/25

DSA1 Form

You can apply online **www.studentfinanceni.co.uk**

Your forename(s)

Your surname

If you have applied for student finance before, please provide your Customer Reference Number

Instructions

- You can order forms and guides in Braille, large print and audio by emailing with your name, address and Customer Reference Number along with what form and format you require to: **brailleandlargefonts@slc.co.uk**
  or you can telephone us on **0141 243 3686.**
- This form should be used by full-time undergraduate students, part-time undergraduate students, distance learning students and postgraduate students (both full-time and part-time) who are applying for DSA only. If you're also applying for student finance you need to complete a DSA Slim Form.
- Answer all questions as fully as possible. If you do not, this may cause a delay to your application.
- Please refer to the DSA1 notes each time you see this icon. n
- Whenever you see this evidence icon you must provide evidence to support your application. Further information about the evidence required can be found in the DSA1 notes and will also be marked with this icon. e
- If you have any questions or problems, please call our Customer Support Office on **0300 100 0077**.

Instructions

To find out how we'll use the information you provide go to **www.studentfinanceni.co.uk/privacy-notice** to read our Privacy Notice before completing this form.

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them. For more information about this, read our Privacy Notice.

Please contact the university or college if you require further information about their bursaries and scholarships.

Section 1 - personal details

Personal details

a Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Forename(s)

Surname

Sex ☐ Male ☐ Female

Date of birth Day ☐☐ Month ☐☐ Year ☐☐☐☐

Please complete these questions with the details exactly as stated on your birth certificate or passport.

Place of birth (the name of the town or village)

Nationality n

Section 1 - personal details continued

Identity evidence details

b1 Do you hold a valid UK or ROI passport? n ☐ Yes ☐ No **if 'No' go to b4**

b2 What type of valid passport do you hold? n e

- ☐ **UK** – provide your UK passport details **go to b3**
- ☐ **ROI** – send us your original ROI passport **go to c**
- ☐ **Both:**
  - ☐ – provide your UK passport details; or **go to b3**
  - ☐ – send us your original ROI passport **go to c**

UK Passport details only

b3 Provide the following details from your UK passport which must be currently valid and not expired.
We will share the passport details you provide with HM Passport Office to confirm that they're valid.
Complete the following exactly as stated on your UK passport.

Passport number ☐☐☐☐☐☐☐☐☐

Forename(s)

Surname

Date of issue Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of expiry Day ☐☐ Month ☐☐ Year ☐☐☐☐ **go to c**

If you have provided your UK passport details, **do not** send your original UK passport to us.

Section 1 - personal details continued

b4 Send your original non-UK passport or Biometric Residence Permit; n e
or
Send your original UK or ROI birth or adoption certificate and a completed Birth/ Adoption Certificate form. n e

c **Previous loans**

Have you ever had any other loans from the Student Loans Company Ltd (SLC)? n ☐ Yes ☐ No if 'No' go to d

If 'Yes', are you behind with the repayments? ☐ Yes ☐ No

d **Contact details**

All correspondence we issue will be sent to your contact address. You can update your address at any time by logging into your online account or by calling us.

Contact address

Postcode	
Contact phone number	
Mobile phone number	
Email address	

Armed Forces

e1 Are you a member of the Armed Forces serving outside Northern Ireland? n e ☐ Yes ☐ No

e2 Are you a family member of someone in the Armed Forces serving outside Northern Ireland? n e
(for example: spouse or child) ☐ Yes ☐ No

Section 2 - other financial support

Bursaries and awards

If you are an **undergraduate student** in this academic year will you be eligible to apply for:

- an NHS bursary (excluding the social work bursary paid by the NHS Business Services Authority); or ☐ Yes ☐ No
- a bursary from Student Awards Agency Scotland (SAAS); or ☐ Yes ☐ No
- a healthcare bursary from the Department of Health (DoH)? ☐ Yes ☐ No

If you are a **postgraduate student** in this academic year will you be eligible to apply for:

- an NHS, SAAS or other healthcare bursary; or ☐ Yes ☐ No
- a Research Council bursary; or ☐ Yes ☐ No
- an NHS Business Services Authority bursary for students studying an approved postgraduate social work course; or ☐ Yes ☐ No
- a bursary from your college or university that includes extra support because of your disability, long-term health condition, mental health condition or specific learning difficulty (do not count any payment you get from your university's or college's hardship funds); or ☐ Yes ☐ No
- funding from the Department for the Economy or from your university? ☐ Yes ☐ No

! If you receive one of these bursaries or awards and there is no element for disability, please forward a copy of your funding notification to confirm.

If you receive one of these bursaries or awards which includes an element for disability you will not be eligible for Disabled Students' Allowance through Student Finance NI. **Do not continue with this application.**

Do you currently receive any financial help towards travel costs? e.g. mobility component of Disability Living Allowance or Personal Independence Payment ☐ Yes ☐ No

If 'Yes' please provide full details including amounts

Type of financial help	Amount (£)

Section 3 - residence

a1 Are you a UK national? n e

- ☐ **No** — if 'No' **go to a2**
- ☐ **Yes** — if 'Yes' **go to b1**

a2 Are you an Irish citizen? n e

- ☐ **No** — if 'No' **go to a3**
- ☐ **Yes** – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?
  - ☐ **No** — if 'No' **go to a3**
  - ☐ **Yes** — if 'Yes' **go to b2**

a3 Are you the family member of a UK national, and both you and your UK national family member were living:

- in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018; or
- in the EEA or Switzerland on 31 December 2020? n e

- ☐ **No** — if 'No' **go to a4**
- ☐ **Yes** – have both you and your family member been resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of the first academic year of your course?
  - ☐ **No** — if 'No' **go to a4**
  - ☐ **Yes** — if 'Yes' **go to b2**

Section 3 - residence continued

a4 Have you been granted settled status or pre-settled status under the EU Settlement Scheme? n e

☐ **No** — if 'No' **go to a5**

☐ **Yes – settled status**

Please provide your share code

_____ now **go to b2**

☐ **Yes – pre-settled status**

Are you an EU national who has been resident in the UK and Islands for three years prior to the first day of the first academic year of your course?

☐ **No** — if 'No' **go to a5**

☐ **Yes**

Expiry date of pre-settled status

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Please provide your share code

_____

now **go to b2**

Section 3 - residence continued

a5 Are you the child of a Swiss national?

☐ **No** — if 'No' **go to a6**

☐ **Yes** – were you resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of the first academic year of your course?

☐ **No** — if 'No' **go to a6**

☐ **Yes** – provide **your**:

Expiry date for pre-settled status

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Share code

If your parent or step-parent has settled or pre-settled status under the EU Settlement Scheme, provide their:

Date of birth

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Expiry date if they have pre-settled status

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Share code

now **go to b2**

a6 Are you or your:

- husband, wife, civil partner;
- parent(s), step-parent; or
- child, step-child
- other direct ascending or descending line family member an EEA or Swiss national who is working, or has worked or is looking for work in the UK? n e

☐ **No** if 'No' **go to a7**

☐ **Yes** – I have been working or looking for work in the UK.

☐ **Yes** – my family member has been working or looking for work in the UK. My family member is my:

- ☐ husband/wife/civil partner
- ☐ parent(s)/step-parent
- ☐ child/step-child
- ☐ other direct ascending or descending line family member - only applicable to EEA worker family members.

a6 **continued**

Have you been resident in the UK, Gibraltar, the EEA and Switzerland for the three years prior to the first day of the first academic year of your course? n

☐ **No** if 'No' **go to a7**

☐ **Yes** – provide details of your/your family member's employment. You should also provide details of your previous study.

If you/your family member are currently working, will you/your family member continue to work during your studies?

☐ **No** if 'No' **go to a7**

☐ **Yes –** provide details:

Provide **your:**

Expiry date of pre-settled status

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Share code

now **go to b2**

Provide **your family member's**:

Date of birth

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Expiry date if pre-settled status

Day ☐☐ Month ☐☐ Year ☐☐☐☐

Share code

now **go to b2**

Section 3 - residence continued

a7 Are you the child of a Turkish worker who is working in the UK? n e

- ☐ **No** — if 'No' **go to a8**
- ☐ **Yes** – has your Turkish worker parent/ step-parent been granted extended leave to remain in the UK after 31 December 2020 by the Home Office?
  - ☐ **No** — if 'No' **go to a8**
  - ☐ **Yes** – were you and your Turkish worker parent/ step-parent living in the UK by 31 December 2020?
    - ☐ **No** — if 'No' **go to a8**
    - ☐ **Yes** — if 'Yes' **go to b2**

a8 Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)? n e

- ☐ **No** — if 'No' **go to a9**
- ☐ **Yes** - please confirm:
  - ☐ I have been granted leave under the ARAP or ACRS.
  - ☐ My family member has been granted leave under the ARAP or ACRS. My family member is my:
    - ☐ husband/wife/civil partner
    - ☐ parent or step-parent

    Provide your:

    Home Office reference number

    Date latest status granted

    Day ☐☐ Month ☐☐ Year ☐☐☐☐

    Date this status is due to expire

    Day ☐☐ Month ☐☐ Year ☐☐☐☐

    Have you lived outside the UK and Islands since your latest status was granted?

    - ☐ No — **go to section 4**
    - ☐ Yes — if 'Yes' **go to b3**

Section 3 - residence continued

a9 Do you have 'settled status' in the UK? n e

- If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, answer "No" to this question and go to a16.
- If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, answer "no" to this question and go to a19.

☐ **No** — if 'No' **go to a10**

☐ **Yes** – provide your:
Home Office reference number

Date latest status granted
Day Month Year

Date this status is due to expire
Day Month Year

now **go to b2**

a10 Have you or your:
- husband, wife, civil partner; or
- parent(s), step-parent

been granted leave under a Ukraine Scheme?

By Ukraine Scheme we mean:
- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme; or
- the Ukraine Extension Scheme.

☐ **No** — if 'No' **go to a11**

☐ **Yes** – I have been granted leave under a Ukraine Scheme — **go to a10.1**

☐ **Yes** – my family member has been granted leave under a Ukraine Scheme — **go to a10.2**

a10.1 I have been granted leave under a Ukraine Scheme n e

Please note you don't need to provide identification evidence if you provide your share code.

Provide **your:**
Share code (if you have one)

If you don't have your share code, provide your:
Home Office reference number

Date latest status granted
Day Month Year

Date this status is due to expire
Day Month Year

now **go to a10.3**

Section 3 - residence continued

a10.2

My family member has been granted leave under a Ukraine Scheme

Please note your family member does not need to provide identification evidence if they provide a share code. n e

Provide **your family member's:**
Share code (if you have one)

Date of birth
Day Month Year

If they don't have a share code, provide their:
Home Office reference number

Date latest status granted
Day Month Year

Date this status is due to expire
Day Month Year

now **go to a10.3**

a10.3

Have you lived outside the UK and Islands since your latest status was granted?

☐ **No** if 'No' **go to a11**

☐ **Yes** if 'Yes' **go to b3**

a11

Have you or your:
• husband, wife, civil partner; or
• parent(s), step-parent
been granted refugee status by the UK government? n e

☐ **No** if 'No' **go to a12**

☐ **Yes** – provide your:
Share code (if you have one)

If you don't have your share code, provide your:
Home Office reference number

Date latest status granted
Day Month Year

Date this status is due to expire
Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

☐ **No** **go to section 4**

☐ **Yes** if 'Yes' **go to b3**

Section 3 - residence continued

a12 Have you or your:
- husband, wife, civil partner; or
- parent(s), step-parent

been granted Discretionary 'Leave to Remain' in the UK as a result of a failed asylum application? n e

☐ **No** — if 'No' **go to a13**

☐ **Yes –** provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

☐ **No** — **go to section 4**

☐ **Yes** — if 'Yes' **go to b3**

a13 Have you or your:
- husband, wife, civil partner; or
- parent(s), step-parent

been granted Discretionary 'Leave to Remain' in the UK and no application for asylum has been made? n e

☐ **No** — if 'No' **go to a14**

☐ **Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

☐ **No** — **go to section 4**

☐ **Yes** — if 'Yes' **go to b3**

Section 3 - residence continued

a14 Have you or your:
- husband, wife, civil partner; or
- parent(s), step-parent

been granted Humanitarian Protection? n e

☐ **No** — if 'No' **go to a15**

☐ **Yes** – provide your:
Home Office reference number

Date latest status granted
Day Month Year

Date this status is due to expire
Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

☐ **No** — **go to section 4**

☐ **Yes** — if 'Yes' **go to b3**

a15 Have you or your:
- husband, wife, civil partner; or
- parent(s), step-parent been granted 'Leave to Remain' as a Stateless Person? n e

☐ **No** — if 'No' **go to a16**

☐ **Yes** – provide your:
Home Office reference number

Date latest status granted
Day Month Year

Date this status is due to expire
Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

☐ **No** — **go to section 4**

☐ **Yes** — if 'Yes' **go to b3**

a16 Have you been granted 'Indefinite Leave to Remain' in the UK as the victim of domestic violence or abuse? n e

- ☐ **No** — if 'No' **go to a17**
- ☐ **Yes** – provide your:
  Home Office reference number

  Date latest status granted
  Day ☐☐ Month ☐☐ Year ☐☐☐☐

  Have you lived outside the UK and Islands since your latest status was granted?
  - ☐ **No** — **go to section 4**
  - ☐ **Yes** — if 'Yes' **go to b3**

a17 Have you been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who has? n e

- ☐ **No** — if 'No' **go to a18**
- ☐ **Yes** – provide your:
  Home Office reference number

  Date latest status granted
  Day ☐☐ Month ☐☐ Year ☐☐☐☐

  Date this status is due to expire
  Day ☐☐ Month ☐☐ Year ☐☐☐☐

  Have you lived outside the UK and Islands since your latest status was granted?
  - ☐ **No** — **go to section 4**
  - ☐ **Yes** — if 'Yes' **go to b3**

Section 3 - residence continued

a18 Have you been granted 'Calais leave' in the UK, or have you been granted leave in line as the dependent child of someone who has? n e

- ☐ **No** — if 'No' **go to a19**
- ☐ **Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Date this status is due to expire

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

- ☐ **No** — **go to section 4**
- ☐ **Yes** — if 'Yes' **go to b3**

a19 Have you been granted 'Indefinite Leave to Remain' as a person who has been a bereaved partner? n e

- ☐ **No** — if 'No' **go to a20**
- ☐ **Yes** – provide your:

Home Office reference number

Date latest status granted

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

- ☐ **No** — **go to section 4**
- ☐ **Yes** — if 'Yes' **go to b3**

a20 On the first day of the first academic year of your course will you be under 18 and will you have been living in the UK for seven years? n e

- ☐ **No** — if 'No' **go to a21**
- ☐ **Yes** — if 'Yes' **go to b1**

a21 On the first day of the first academic year of your course will you be over 18 and will you have lived in the UK for at least 20 years, or at least half of your life? n e

- ☐ **No** — if 'No' **see below**
- ☐ **Yes** — if 'Yes' **go to b1**

! **If you answered 'No' to all the questions in this section you are not eligible for student finance from Student Finance Northern Ireland.**

Section 3 - residence continued

b1 In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time? n

☐ **No**
☐ **Yes**

if 'No' **go to b4**
if 'Yes' **go to b2**

b2 Give details of your residence for the three years before the start of the first academic year of your course. There should be no gaps in the dates you give us. n

Full Address

From
Day Month Year
To
Day Month Year

Why were you there?

Full Address

From
Day Month Year
To
Day Month Year

Why were you there?

Full Address

From
Day Month Year
To
Day Month Year

Why were you there?

Full Address

From
Day Month Year
To
Day Month Year

Why were you there?

now go to b4

b3 Provide your address history from the date you got your latest status to the first day of the first term of your course, or for the three years before the first day of the first term of your course, whichever is less. n

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

now go to section 4

b4 At any time since 1 September 2020 has:

- either of your parents, step-parents, guardians; or
- your husband, wife, civil partner

lived or worked outside the UK and Islands or, in the case of an EEA or Swiss national, outside the UK, Gibraltar, the EEA or Switzerland? n

☐ **No**

☐ **Yes**

if 'No' **go to section 4**

if 'Yes' **give details below**

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Full Address

From
Day Month Year

To
Day Month Year

Why were you there?

Section 4 - about your course and your university or college

In this section, please give details of your first choice university or college and course.

University or college details

a University or college name and address

Postcode

Course details

b Course name

If you are following a combined studies or modular course, please list all subjects being studied.

Qualification you expect to gain (for example BSc Physics)

Course start date — Month Year

Course end date — Month Year

Course length (years) (n)

Year of course

- ☐ Foundation
- ☐ First year
- ☐ Second year
- ☐ Third year
- ☐ Fourth year
- Other (give details)

Is this a Distance Learning Course? ☐ Yes ☐ No

If the course is franchised to another university/college, give the address of the other university or college

Postcode

Section 5 - your university or college

Please ask your university or college to complete this section.

You must tell your university or college about your disability, mental health condition, or specific learning difficulty, please read section 5 notes for further instructions and then go to section 6. n

To be completed by the student's university or college. University or college staff should check the student's answers to section 4 before completing, signing and stamping this section.

SLC or UCAS university or college code ☐☐☐☐

Full-time undergraduate students ☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is studying or applying for the course named in section 4; and
- the student named in section 1 plans to complete the course on a full-time basis in attendance.

Part-time undergraduate students ☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is studying or applying for the course named in section 4;
- the student plans to complete the course at an average rate of study of at least 25% of that needed to complete the course, or an equivalent course, on a full-time basis; and
- the student's rate of study is ☐ % of the equivalent full-time course.

Study Rates - Example 1
The student is studying a part-time course over a four-year period, but would study for one year if he or she was on an equivalent full-time course. The rate of study is 25%.

Example 2
The student is studying a part-time course over a five-year period, but would study for three years if he or she was on an equivalent full-time course. The rate of study is 60%.

Section 5 - your university or college continued

Full-time undergraduate distance learning students ☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is studying or applying for the course named in section 4; and
- the student named in section 1 plans to complete the course on a full-time basis by distance learning methods.

Part-time postgraduate students ☐ tick if applicable

I confirm to the best of my knowledge and belief that it is possible for the student named in section 1, to complete the course in no more than three times the length of time required to complete the equivalent full-time course.

All postgraduate students ☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is studying or applying for the course named in section 4;
- this course has a usual entry qualification of a first degree or higher; and
- the student will not receive an award from their institution (not including any payment from the institution's hardship funds) to meet the extra course-related costs they have to pay because of their disability.

To find out how we'll use the information you provide go to **www.studentfinanceni.co.uk/privacy-notice** to read our Privacy Notice before signing this form.

Your full name (in BLOCK CAPITALS)

Your signature

University or College stamp

Position

Your phone number (including area code)

Your email address

Today's date Day ☐☐ Month ☐☐ Year ☐☐☐☐

Section 6 - DSA information and evidence

Your disability, mental health condition or specific learning difficulty

a Failure to complete this section may result in a delay to your application.

Please give full details and provide evidence of your disability, long-term health condition, mental health condition or specific learning difficulty. n e

You can also download and complete the Disability Evidence Form from **www.studentfinanceni.co.uk**

b On what date was your disability, mental health condition or specific learning difficulty last assessed? Day ☐☐ Month ☐☐ Year ☐☐☐☐

c Is this your first application for Disabled Students' Allowance (DSA)? Yes ☐ No ☐

if 'Yes' **go to section 7**

If 'No', please provide the following details of each previous DSA funding application you have made.

Date of application (Day / Month / Year)	Funding authority applied to e
☐☐ / ☐☐ / ☐☐☐☐	
☐☐ / ☐☐ / ☐☐☐☐	
☐☐ / ☐☐ / ☐☐☐☐	
☐☐ / ☐☐ / ☐☐☐☐	
☐☐ / ☐☐ / ☐☐☐☐	
☐☐ / ☐☐ / ☐☐☐☐	
☐☐ / ☐☐ / ☐☐☐☐	

Section 6 - DSA information and evidence continued

If you cannot provide evidence of each previous DSA funding application you have made, please provide full details of the funding you received in the box below.

We may contact the relevant funding authorities for further information.

Section 7 - your consent

Consent to DSA arrangements

Please tick the boxes below if you consent to the following DSA arrangements.

You have the right to withdraw your consent to us processing your personal information in relation to this application form. To withdraw your consent, please contact us in writing.

- ☐ I agree that Student Finance NI and the disability service at my university or college may exchange information about my application for DSA where this is necessary to make sure I get the help I need.
- ☐ I agree that Student Finance NI and my DSA Needs Assessor may exchange information about my application for DSA where this is necessary to make sure I get the help I need.
- ☐ I agree that Student Finance NI and my DSA suppliers may exchange information about my application for DSA where this is necessary to make sure I get the help I need.

Section 8 - your bank or building society account details

UK bank or building society account details

Where possible we will pay suppliers of your equipment or support services directly. However, please complete the section below so that we can pay you if we need to.

The account must be in your own name and be able to accept direct credits.

Sort code ☐☐ – ☐☐ – ☐☐

Account number ☐☐☐☐☐☐☐☐

Building society roll number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(if applicable)

Terms and Conditions

These terms and conditions ("terms") and applicable legislation apply to all of the student finance available to students for the academic year 2024/25.

I understand that I must read the specific terms about the student finance products available because they will affect me if I apply for them at any time in this academic year.

I understand that my application for student finance may be delayed unless I sign and date these terms.

Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at **www.studentfinanceni.co.uk/terms-and-conditions**
2. I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Department for the Economy (the "Lender") which includes any persons acting on its behalf and any replacement(s) under Article 4(3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended or replaced from time to time (the "Order").
4. I understand these terms, the Order and the regulations made under Article 3 of the Order will apply to any student finance provided to me by the Lender.
5. I understand that "student finance" in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
6. I understand that the Student Loans Company Limited ("SLC") and the Education Authority ("EA") carry out certain functions on behalf of the Lender.

My Obligations

7. I understand that if I have:
   i. reached the age of 18 years; and
   ii. have entered into agreement(s) for a loan under the Order and any subsequent regulations before I reached the age of 18 years,

   I am agreeing to "ratify" any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to "ratify" any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
8. I agree to give SLC and EA any information they need in support of this application for student finance and to seek repayment.

9. I agree to tell SLC and EA immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC and EA about any changes in my personal details (including my National Insurance number) and contact details I have provided.
10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Order and the regulations. I understand that I will repay my loan(s) through the United Kingdom ("UK") tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

Legal Action and Applicable Law

14. In the event of any legal action, I agree that the laws of Northern Ireland will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

Sharing Information

15. If I am in breach of these terms and/or the regulations I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
17. I understand that SLC will process my personal data in line with the Privacy Notice available at **www.studentfinanceni.co.uk/privacy-notice** which may be updated from time to time.

Disabled Students' Allowance ("DSA")

This section applies if I apply for DSA this academic year.

18. I understand that any equipment I receive through DSA must be used for my course of study and that I am responsible for paying any repair costs.
19. I understand SLC reserves the right to pay the suppliers of any approved equipment and support directly. I will be notified if SLC will make payments directly to suppliers on my behalf.

Childcare Grant ("CCG")

This section applies if I apply for CCG this academic year.

20. I understand that if I do not provide the evidence of childcare costs within the timescales set, I may lose my entitlement. If my childcare costs are different from the estimates I have provided, further payments of my CCG may increase or decrease accordingly. If no further CCG payments are due to be paid to me, I may be liable to repay any difference.
21. I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
22. I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:

    i. the childcare element of Working Tax Credit;

    ii. the childcare element of Universal Credit;

    iii. Tax-free Childcare; or

    iv. a healthcare bursary or Scottish Healthcare Allowance;

    and I agree to tell the EA and SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare support.

Customer Reference Number

Your full name
(in BLOCK CAPITALS)

Your signature **X**

Today's date Day Month Year

Confidential Equal opportunities questionnaire

Please read the Equal Opportunities Monitoring information note on page 31 before completing this questionnaire. Tick all the boxes that apply to you.

Your answers are voluntary and will not affect your application for student finance.

A What is your religious affiliation?

- ☐ I am a member of the Protestant Community
- ☐ I am a member of the Catholic Community
- ☐ I am a member of neither the Protestant nor Catholic Community

B What is your gender?

- ☐ Male ☐ Female ☐ Transgender ☐ Other

C Which of the following best describes your sexual orientation?

- ☐ Heterosexual/Straight ☐ Bisexual
- ☐ Gay ☐ Lesbian
- ☐ Prefer not to say ☐ Prefer to self-describe - give details below

D What is your marital status?

- ☐ Single ☐ Married
- ☐ Separated ☐ Divorced
- ☐ Widowed ☐ Cohabiting
- ☐ Other – give details below

E What is your carer status?

- ☐ No caring responsibilities ☐ Care for own children
- ☐ Care for other relative ☐ Other – give details below

F Do you consider yourself to have/ have had a disability?

- ☐ No ☐ Yes – give details below

G What is your ethnic origin?

- ☐ Chinese ☐ Irish Traveller
- ☐ Black/African Caribbean ☐ Indian
- ☐ Pakistani ☐ White
- ☐ Asian other ☐ Other – give details below

H How old are you?

- ☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ Over 45

Equal Opportunities Monitoring

Under Section 75 of the Northern Ireland Act (1998), the EA shall, in carrying out all their functions, powers and duties, have due regard to the need to promote equality of opportunity

(a) between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;

(b) between men and women generally;

(c) between persons with a disability and persons without; and

(d) between persons with dependants and persons without.

In order to monitor the uptake of services provided by the EA and the impact of policies, applicants are requested to provide information in relation to the above categories.

Access to Section 75 monitoring information will be strictly controlled and will not be available to those considering your application. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. This information will not be available for any purposes other than for Section 75 monitoring.

Checklist

Before returning this form, please make sure you have done the following:

- ☐ Signed and dated the terms and conditions.
- ☐ Enclosed all the evidence items (for example passport, birth/adoption certificate, declaration of identity) as requested in the DSA1 notes.
  Any original evidence will be returned to you as soon as possible.
- ☐ Enclosed supporting evidence of your disability as requested in the DSA1 notes.
- ☐ Ensured that your university or college has completed section 5, if applicable.

Open University students

If you are an **Open University student** you will need to post your DSA form to the Open University Belfast office at the address below for them to complete section 5:

Disability Project Officer
110 Victoria Street
Belfast
BT1 3GN

You should post your ID documents, if required, directly to the SFNI office at the address below. Please ensure to attach a note to indicate that you are applying for DSA and your form has been forwarded to the Open University who will send it to SFNI on your behalf once they have completed the relevant sections.

Please also give details of your home address to enable SFNI to return your original documents.

Student Finance NI
DSA Office
Ballee Centre
Ballee Road West
Ballymena
BT42 2HS

Non-Open University students

You must return your completed form to your local Student Finance NI (SFNI) office. You can find their address at **www.studentfinanceni.co.uk**

Remember to pay the correct postage or we may not receive your form

Additional notes

If you are providing extra information below please clearly mark what section and question the information is about.

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