

North Hertfordshire College Assessment Centre



10 STEPS IN YOUR DSA ASSESSMENT

1. **Contact the Access Centre**

Once you have received a letter from Student Finance England (or NHS Student Bursaries) that confirms funding is in place for a Disabled Student Needs Assessment, please contact us via phone or email. Our busiest times are between June and October.

2. **Appointment**

You will be given an appointment via email or by phone. If you phone us (01462 424362), we can ensure that you get a firm date immediately. Let us know if you need any [special arrangements](#) for your appointment.

3. **Evidence**

Please post or email any papers (reports/letters, etc.) that support the diagnosis of your disability. We need a copy of any report you sent in when you applied for permission to be assessed for a Disabled Student's Allowance (DSA)/ NHS Bursary.

4. **Your assessment**

At your assessment, we will discuss your needs with you and answer any queries in a relaxed atmosphere. There will not be any formal testing. Suitable equipment will be demonstrated.

5. **Draft Report**

You will be sent a draft report if you wish; you will need to let us know of any changes within five working days of receiving the draft report.

6. **Report to funding body**

Your final report is sent to Student Finance England (or NHS). We will include three price quotations in the report. We aim to do this within ten working days of seeing you (or within ten days of the draft report being approved if you have requested to see a draft).

7. **Your report**

We will send you a copy of your report at the same time that we send it to Student Finance England (or NHS).

8. **Response from Student Finance England / NHS**

You will hear from Student Finance England or NHS what they have agreed to, including arrangements for ordering equipment.

9. **Delivery of equipment**

After you have liaised with your supplier, your equipment will be delivered to your home. When your equipment arrives, it will usually be set up and checked by the supplier.

10. **Queries**

Discuss any queries you have with the North Hertfordshire College Access Centre.