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(Office use)

# Disabled Students' Allowance (DSA) Top-Up Form 2018/19



This form is intended for DSA funded students who are required to pay the first £200 towards any computer equipment recommended in their Needs Assessment (as confirmed by their DSA2 approval letter). The University offers a contribution of £200 towards your computer equipment as a grant if your household income has been assessed by SFE as under £25,000. In order to claim this grant contribution you must provide proof of purchase.

If you are unable to afford to pay the supplier upfront yourself and wish to request a loan first please indicate on the form below. You will be asked to provide a receipt once the equipment has been purchased.

Please complete the form below in full and supply the following:

- **DSA2 Approval Letter**
- **Copy of your Photo ID that shows your signature e.g. Driving Licence or Passport**
- **If you have already paid or intend to pay using the loan provided by us please provide a copy of your invoice / receipt once received**

If you have any questions feel free to contact the Student Financial Support Team:

**Email:** [Financialsupport@uclan.ac.uk](mailto:Financialsupport@uclan.ac.uk) **Tel:** 01772 892583

**Website:** [https://www.uclan.ac.uk/students/support/money/additional\\_funding.php](https://www.uclan.ac.uk/students/support/money/additional_funding.php)

## PERSONAL DETAILS (To be completed by the student)

Full Name:

Reg ID:

Tel No:

Email:

**I would like to apply for a £200 loan and I will provide a receipt / invoice from my supplier once paid**

**I would like to request the Grant. I have attached my receipt / invoice for the £200 I have paid to my supplier**

## BACS PAYMENT DETAILS (To be completed by the student)

Account Name

Account Sort Code

Name of Bank

Account Number

## CHECKLIST

Once you have completed the form please ensure you have provided the following:

**Copy of your Photo ID that shows your signature e.g. Driving Licence or Passport**

**DSA2 Approval Letter**

**Receipt / invoice from supplier (If applying for the loan first, provide this after you have purchased the equipment)**

## Mandatory Declaration

I understand my data will be held by the University for 6 years, after the academic year in which I make the application, in line with University's Financial Regulations retention period. I understand that under the Financial Regulations, my personal data cannot be deleted until the retention period has passed.

The data will not be passed to any third party without your consent except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Director of Student Services.

I confirm that the details entered on this application are true and correct. I agree to my data being used for these purposes.

Print:

Sign:

Date:

## Loan Declaration - To be completed if borrowing £200

I confirm that the details entered on this application are true and correct. I understand that if I do not qualify for the Grant or provide a receipt, I will be invoiced by the University and the loan must be paid in full to the Cashiers Office, Adelphi Building on or before the date stated on the invoice. I understand if any of the loan is outstanding after this date this will result in Financial Services invoking the University Debt Recovery Procedure. I understand that if I am awarded a payment from the Access to Learning Fund and / or the UCLan Bursary I hereby agree that my outstanding loan(s) can be deducted from any award payable. If I am unable to repay this amount in full by the agreed date I will contact the Student Financial Support Team on 01772 892583 to discuss my situation.

Print:

Sign:

Date: