

**Student Services**  
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Website: [www.nhsbsa.nhs.uk/Students](http://www.nhsbsa.nhs.uk/Students)

Name:

Student reference number:

Email Address:

Date:

Dear Naomi,

## **Re: NHS Bursary Disabled Students Allowances (DSAs)**

We have now received your Study Needs Assessment report and this letter is to officially confirm the support you are entitled to receive through the DSAs.

The information overleaf shows the DSAs you have been awarded and what you need to do next. **It is important to keep this letter safe because you will need to refer to it again.**

You must be in receipt of a NHS Bursary and be attending your course to be entitled to DSAs support. If you leave, temporarily withdraw or do not start your course, you must let us know as soon as possible.

If you have any queries regarding your DSAs support, please do not hesitate to contact us. Our details are at the top of this letter.

Yours sincerely,

Noel Allan

**Bursary Officer  
Student Services**

## Your DSAs support

### Specialist Equipment Allowance

Item	Supplier	Contact Details	Quote No.	Amount we'll pay to you
				£
<b>Total we will pay directly to you</b>				<b>£</b>

#### Total amount we'll pay directly to you

The above total amount will be credited to your bank account, normally within 10 working days, to enable you to purchase the equipment that has been recommended for you on your Study Needs Assessment.

#### Your next steps

1. When you receive the above payment, you should contact the supplier/s named to order and arrange delivery of the item/s.
2. You **must** send us **proof of purchase** in the form of an official receipt (or an invoice showing payment has been made) for your equipment **within one month** of the date it is delivered to you. Please send **original** receipts or invoices which show the date, amount paid and a brief item description.
3. Your proof of purchase should be posted to us along with a copy of your student coversheet, which can be printed from the *Documents* section of your [Bursary Online Support System \(BOSS\) account](#). Please send your receipts/invoices to the Middlebrook address shown on the coversheet.

#### Upgrades

Please be aware that if you wish to purchase a higher specification computer than the one recommended for you, you may do so, but you will be expected to pay the difference in cost yourself. **If you have been recommended specialist assistive software or any other items you must still purchase these using the above allowance which has been allocated to you solely for this purpose.**

#### Receipts

If we do not receive evidence that you have bought and paid for the recommended specialist equipment and software, it will be assumed you have not done so and we will ask you to repay the full amount back to us.

#### Insurance

Insurance is normally included as part of your equipment package from the date you receive your equipment. Please be aware of the terms and conditions of the insurance when you receive the equipment.

**DSAs cannot be used to meet the cost of replacement if the original is lost, stolen or damaged.**

## Non-Medical Help (NMH) Allowance

We have agreed to meet the following recommended NMH support from your DSAs:

Item	Supplier	Contact details	Duration	Total cost approved
				£
				£

### Your next steps

1. Contact the above-named supplier/s to arrange the support.
2. You will then receive the support at the arranged time/s and you will need to sign timesheets at the end of each session;
3. The provider/s will invoice us directly to cover the cost of the support.

### Important

- Please ensure you attend the NMH sessions you have booked as far as possible, as DSAs funding will not be provided for any NMH provision that is repeatedly not being used once booked, or cancelled with less than 24 hours' notice. **You should familiarise yourself with your NMH provider's cancellation policy.**
- If you choose not to use the above provider, **please contact us** to advise us of this as we need to ensure that any alternative provider you wish to use is [DSA-QAG registered](#). (Your university disability officer may also be able to help you find an alternative, appropriately registered NMH if you require one).

## General Allowance

We have agreed to pay you for the following items from the above allowance:

Item	Amount/s available to you
<p>1. You will need to pay for the above items in advance and submit your receipts for reimbursement. These should be posted to us along with your student coversheet, which can be printed off from the <i>Documents</i> section of your <a href="#">Bursary Online Support System (BOSS) account</a>. Please send your receipts to the Middlebrook address shown on the coversheet.</p> <p>2. You must send <b>original</b> receipts or invoices as proof of purchase and they must show the date, amount paid and include a brief item description.</p> <p><b>Please note:</b> We will not reimburse you for general items of stationery such as pens, notebooks, post-it notes, etc, as these are general items that all students are expected to purchase.</p> <p>Please do not send receipts for these or for anything not included above.</p> <p>Reimbursement will be credited directly to your bank account after we have received your proof of purchase and it has been checked and authorised.</p>	