

# DSA Computer Equipment Fund

## Introduction

If you applied for Disabled Students' Allowance and your confirmation of funding letter includes the purchase of a laptop or computer, you can apply to this grant for a non-repayable award of £200 to cover your contribution to the cost of the equipment.

Please be aware that new students will be unable to apply for the DSA Computer Equipment Grant until they have fully enrolled on their course and started their studies with us.

Continuing students can apply at any time during the academic year.

**Please note, this fund has a limited budget. Once funds have been exhausted, the fund may be closed outside of the dates stated below, without advanced warning. Therefore, students are encouraged to apply early, as funds will be allocated on a first come, first serve basis.**

## Eligibility

To apply you **must** meet all the following conditions:

- You are a current registered student at the University of Hertfordshire or partner colleges that are in the UK, including Hertford Regional College, North Hertfordshire College, Oaklands College, West Hertfordshire College and Southgate College.
- You are a full-time or part-time undergraduate student or studying a postgraduate course with undergraduate fees (£9,250)
- You are eligible for UK home fees and ordinarily resident in the UK (overseas and EU students are not eligible)
- You have completed a DSA Assessment and had equipment recommended as a part of your assessment

## Other Support

If you do not meet the above eligibility criteria, you may apply to University Financial Assistance Fund (UFAF), the Summer Fund or the Short-Term Assistance Grant (STAG) or Overseas Emergency Financial Aid (OEFA). All the information for these funds is available on AskHerts.

## Dates and Deadlines

Below are the fund opening dates, however the fund can close at any time and will not reopen, regardless of dates, once the budget is exhausted.

### Autumn term:

Monday 14<sup>th</sup> October 2024 (8:30am) – Friday 13<sup>th</sup> December 2024 (4:00pm)

Spring/summer term:

Monday 13<sup>th</sup> January 2025 (8:30am) – Friday 16<sup>th</sup> May 2025 (4:00pm)

Below are the fund opening dates, however the fund can close at any time and will not reopen, regardless of dates, once the budget is exhausted.

## **How to apply**

### **Step 1– Eligibility**

Please confirm that you meet all the criteria listed above.

### **Step 2– Sign in or register with BlackBullion**

To apply please register online via [www.Blackbullion.com](http://www.Blackbullion.com). Blackbullion is a financial well- being platform which can be used to develop learning of financial topics such as budgeting and investing. Once you have registered using your University of Hertfordshire student email address, click the funding tab where you will see the DSA Refund Grant.

Should you require any assistance with your application, the SFFS team offer one-to-one drop-in sessions. Further information can be found here: <https://ask.herts.ac.uk/financial-support-drop-in-sessions>

### **Step 3 – Course details**

You will be asked about details of your course, including:

- Your course name
- Your level of study
- Your mode of study
- Your year of study

### **Step 4 – Personal details**

Please provide your University of Hertfordshire Student ID number, your first and last name and your date of birth.

### **Step 5- Supporting documents**

In this section you will need to upload your supporting evidence.

Each evidence type will give you a description of what you need to upload.

Please note, if the evidence you have supplied is incorrect you will be asked to re-upload this evidence within 5 working days. If you require support with this, the SFFS team offer one-to- one drop-in sessions. More information can be found on Ask Herts.

### **Step 6 - Review & submit**

Please double-check your application as you will be unable to edit it once it has been submitted. You will also need to read the declarations and confirm you agree.

If you have any questions regarding any of the above, please contact the SFFS team at [financial-support@herts.ac.uk](mailto:financial-support@herts.ac.uk)

## **How you will be assessed**

After receiving a completed application form and all required evidence, an assessment and decision will be made within 4 working weeks. You will be informed if the process may take longer. The 4-week period is reset each time an application is returned for correct evidence.

The 4-week turnaround is for decisions on applications, not for payment of an award.

## **Receiving an award**

If your application is successful, you will receive a £200 non-repayable award. The results of your assessment will be sent to your student email address. If you are successful, you will also be informed of the date when you will be paid.

Balance will be paid by BACS into your nominated bank account. An award will never be paid to a student in cash. It is your responsibility to keep your bank information up to date and correct.

If they are not, you may have to wait longer to receive your award. If you are unsure whether the University has your correct bank details, you should check your student record or contact Place2Pay at [payus@herts.ac.uk](mailto:payus@herts.ac.uk).

## **Appeals**

The decision on your application from this grant are final. There is no right to appeal. However, if you are unhappy with the outcome of your application, please email the team via the following email: [financial-support@herts.ac.uk](mailto:financial-support@herts.ac.uk)

## **Re-applying**

During your time at the University of Hertfordshire, you can only receive an award from the fund once.

## **Other Awards**

The Disabled Student's Allowance (DSA) Computer Equipment Grant can be held in conjunction with other University awards that you may be eligible for.

## **Document checklist**

You will be asked to provide supporting evidence in your application. It is a good idea to get these together before you begin your application.

You must provide the following:

DSA 2 Letter of Entitlement which includes a recommendation of a computer/laptop or equipment

Please note that your application will not be assessed until you have provided all necessary evidence.

**Note: These terms and conditions are valid for the 2024/25 academic year.**