Student Welfare Advice & Guidance

Student Services Centre
Alsop Building, Brownlow Hill
Liverpool L3 5TX

How can we be contacted?
T: +44 (0)151 7945863
E: disteam@liverpool.ac.uk
www.liverpool.ac.uk/studentsupport/disability
Who are we?
The Disability Advice and Guidance team is part of the University’s Student Services.

What do we do?
We will work with you to identify and implement individual reasonable adjustments; to access disability-related funding and to support student engagement relating to disability-related issues. Our aim is to reduce any disadvantage you may experience as a result of your disability and support you in your independence.

How can we support you?
There are a variety of different forms of support available, which we will help you to access. This support may include:
- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Disabled Students’ Network (DSN)
The DSN is an informal group, comprising of a number of disabled students and members of Disability, Advice and Guidance, which meets several times a year to discuss various issues which are relevant to disabled students.

This group provides an opportunity for students to meet up and support each other, as well as giving direct input into the services offered to disabled students.

If you would be interested in becoming involved, please contact the Disability Advice and Guidance team for further details.

We offer the following access to our services
- One-to-One Adviser appointments
- A Drop-In Service for form completion support & general disability-related queries
- Email and telephone.

Student Services provide confidential information, advice and support for all students studying at the University. If you have any concerns about confidentiality please do speak to any member of the Student Services teams. View our Confidentiality Information leaflet [www.liverpool.ac.uk/studentsupport/](http://www.liverpool.ac.uk/studentsupport/)

Next Steps
1. Access our “Guide for Disabled Students” for further details about how we can support you at [www.liverpool.ac.uk/studentsupport/disability](http://www.liverpool.ac.uk/studentsupport/disability)
2. Ensure you have up-to-date supporting evidence from an appropriate Health Professional eg GP, Audiologist, Psychiatrist. Alternatively, if you have been assessed with a Specific Learning Difficulty, e.g. Dyspraxia, an Educational Psychologist report (undertaken at age 16 years or above). This will enable you to access appropriate reasonable adjustments and disability-related funding.

Completion by your Health Professional of our medical evidence template is recommended and can be found at [www.liverpool.ac.uk/media/livacuk/student-support/disability/Medical,evidence,template3.pdf](http://www.liverpool.ac.uk/media/livacuk/student-support/disability/Medical,evidence,template3.pdf)

If you have difficulty gathering this information, please make contact with the Team.
3. Contact Disability Advice and Guidance.
Disability and Dyslexia Contacts
There is a nominated Disability and Dyslexia Contact (DDC) within each School or Department. These contacts work closely with Disability Advice and Guidance to support the implementation of recommended individual reasonable adjustments, within the study environment.

For an updated list of DDC’s please visit www.liverpool.ac.uk/studentsupport/disability/support/ddc/

Disabled Students’ Network
The Disabled Students’ Network (DSN) is an informal group, comprising a number of disabled students, facilitated by Disability Advice and Guidance, which meets several times a year to discuss issues, evaluate services and provide direct input into policies and procedures which are relevant to the disabled students’ experience at the University of Liverpool.

It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice and Guidance.

Useful contacts
Action on Hearing Loss
19-23 Featherstone Street, London, EC1Y 8SL
T: +44 (0)20 7296 8000
Textphone: 020 7296 8001
Free helpline: 0808 808 0123
www.actiononhearingloss.org.uk

Disability Advice and Guidance
Student Services Centre,
Alsp Building, Brownlow Hill
Liverpool L3 5TX
T: +44 (0)151 794 5863
E: disteam@liverpool.ac.uk
www.liverpool.ac.uk/studentsupport/disability
Disability Advice and Guidance are committed to supporting students and we will work with you to identify and implement individual reasonable adjustments; to access disability-related funding and to support student engagement with regards to disability-related issues. Our aim is to reduce any disadvantage you may experience as a result of your disability and support you in your independence.

**Reasonable adjustments**
A reasonable adjustment is any change which will help a disabled person have access to the same opportunities as a non-disabled person. We will recommend reasonable adjustments which may include support in the following areas:

- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:

- Lecture slides provided in advance electronically
- Flashing light fire alarm in the university accommodation
- Support of a note taker
- Exercise area for a student’s assistance dog.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at [www.liverpool.ac.uk/studentsupport/disability](http://www.liverpool.ac.uk/studentssupport/disability).

**Funding**

**Disabled Students’ Allowance (DSA)**

DSA is awarded to eligible students who have a hearing impairment. It is not means tested and does not affect benefit entitlement. The allowance is purely based on your needs.

**How to apply for DSA**

Visit Gov.uk at [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas) and scroll down to find Disabled Students’ Allowance information/application form. The guidance booklet entitled “Extra help – Disabled Students’ Allowances” is also available at [www.gov.uk/disabled-students-allowances-dsas/further-information](http://www.gov.uk/disabled-students-allowances-dsas/further-information).

Students studying a course funded by the NHS can find further information on how to apply at [www.nhsbsa.nhs.uk/students.aspx](http://www.nhsbsa.nhs.uk/students.aspx).

If you are funded by a Research Council, please contact us as soon as possible with your grant reference number.

**DSAs help pay** for extra costs you may have when studying your course. For example:

- **A Non-Medical Helper**
  - eg a BSL interpreter
- **Travel costs**
- **Specialist equipment**
  - eg a radio aid.

**Other support available**

For more details of the range of support offered by Student Support Services, you can access all relevant webpages at [www.liverpool.ac.uk/studentsupport](http://www.liverpool.ac.uk/studentssupport).

**Confidentiality**

Student Services provide confidential information, advice and support for all students studying at the University. If you have any concerns about confidentiality please do speak to any member of the Student Services teams. View our Confidentiality Information leaflet [www.liverpool.ac.uk/studentsupport/](http://www.liverpool.ac.uk/studentssupport/).

**Student Support Information Sheet**

Once we have received your supporting documentation, eg letter from a medical professional, the Disability Adviser will produce a Student Support Information Sheet (SSIS) detailing your recommended reasonable adjustments. With your consent, your SSIS will be accessible to view by appropriate members of staff, enabling them to support you.
Disability and Dyslexia Contacts
There is a nominated Disability and Dyslexia Contact (DDC) within each School or Department. These contacts work closely with Disability Advice and Guidance to support the implementation of recommended individual reasonable adjustments, within the study environment.

For an updated list of DDC’s please visit www.liverpool.ac.uk/studentsupport/disability/support/ddc/

Disabled Students’ Network
The Disabled Students’ Network (DSN) is an informal group, comprising a number of disabled students, facilitated by Disability Advice and Guidance, which meets several times a year to discuss issues, evaluate services and provide direct input into policies and procedures which are relevant to the disabled students’ experience at the University of Liverpool.

It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice and Guidance.

Useful contacts
National Autistic Society
393 City Road
London EC1V 1NG
T: +44 (0)20 7833 2299
Helpline: 0808 800 4104
E: nas@nas.org.uk
www.autism.org.uk

Disability Advice and Guidance
Student Services Centre,
Alsop Building, Brownlow Hill
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www.liverpool.ac.uk/studentsupport/disability

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Disability Advice and Guidance are committed to supporting students and we will work with you to identify and implement individual reasonable adjustments; to access disability-related funding and to support student engagement with regards to disability-related issues. Our aim is to reduce any disadvantage you may experience as a result of your disability and support you in your independence.

Reasonable adjustments
A reasonable adjustment is any change which will help a disabled person have access to the same opportunities as a non-disabled person. We will recommend reasonable adjustments which may include support in the following areas:
- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:
- Facilitate integration into group work situations
- Lecture slides provided in advance electronically
- Support of a mentor
- On campus accommodation
- Coursework extension
- Provision to record lectures on a digital recording device
- Specific exam arrangements, eg small group room, extra time
- Access to assistive technology, eg MindView software.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at www.liverpool.ac.uk/studentsupport/disability

Funding
Disabled Students’ Allowance (DSA)
DSA is awarded to eligible students who have an autistic spectrum disorder. It is not means tested and does not affect benefit entitlement. The allowance is purely based on your needs.

DSAs help pay for extra costs you may have when studying your course. For example:
- A Non-Medical Helper, eg a specialist mentor
- Travel costs
- Specialist equipment, eg assistive software.

How to apply for DSA
Visit Gov.uk at www.gov.uk/disabled-students-allowances-dsas and scroll down to find Disabled Students’ Allowance information/application form. The guidance booklet entitled “Extra help – Disabled Students’ Allowances” is also available at www.gov.uk/disabled-students-allowances-dsas/further-information

Students studying a course funded by the NHS can find further information on how to apply at www.nhsbsa.nhs.uk/students.aspx

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Student Support Information Sheet
Once we have received your supporting documentation, eg letter from a medical professional, the Disability Adviser will produce a Student Support Information Sheet (SSIS) detailing your recommended reasonable adjustments. With your consent, your SSIS will be accessible to view by appropriate members of staff, enabling them to support you.
**Disability and Dyslexia Contacts**

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For an updated list of DDC’s please visit [www.liverpool.ac.uk/studentsupport/disability/support/ddc/](http://www.liverpool.ac.uk/studentsupport/disability/support/ddc/)

**Disabled Students’ Network**

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It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice and Guidance.

**Useful contacts**

**Disabled Go**
Provides disability access information, includes information for each building at the University of Liverpool. [www.disabledgo.com/en/org/university-of-liverpool](http://www.disabledgo.com/en/org/university-of-liverpool)

**Mersey Travel**
Travel passes for disabled people
24 Hatton Garden, Liverpool L3 2AN
T: +44 (0)151 236 6056
www.merseytravel.gov.uk

**Disability Advice and Guidance**
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[www.liverpool.ac.uk/studentsupport/disability](http://www.liverpool.ac.uk/studentsupport/disability)

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**Reasonable adjustments**
A reasonable adjustment is any change which will help a disabled person have access to the same opportunities as a non-disabled person. We will recommend reasonable adjustments which may include support in the following areas:
- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:
- Timetabled to reduce travel distance between classes
- Height adjustable laboratory bench
- Specific exam arrangements, eg rest breaks with the clock stopped, extra time, use of a scribe
- Support for field trips
- Priority for accessible University on-campus accommodation
- Timetabled to an accessible location ie ground floor/lift access.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at [www.liverpool.ac.uk/studentsupport/disability](http://www.liverpool.ac.uk/studentsupport/disability)

**Funding**

**Disabled Students’ Allowance (DSA)**
DSA is awarded to eligible students who have a mobility impairment. It is **not** means tested and does not affect benefit entitlement. The allowance is purely **based on your needs.**

DSAs **help pay** for extra costs you may have when studying your course. For example:
- **A Non-Medical Helper**
  eg a specialist mentor
- **Travel costs**
- **Specialist equipment**
  eg a digital voice recording device.

**How to apply for DSA**
Visit Gov.uk at [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas) and scroll down to find Disabled Students’ Allowance information/application form. The guidance booklet entitled “Extra help – Disabled Students’ Allowances” is also available at [www.gov.uk/disabled-students-allowances-dsas/further-information](http://www.gov.uk/disabled-students-allowances-dsas/further-information)

Students studying a course funded by the NHS can find further information on how to apply at [www.nhsbsa.nhs.uk/students.aspx](http://www.nhsbsa.nhs.uk/students.aspx)

If you are funded by a Research Council, please contact us as soon as possible with your grant reference number.

**Other support available**
For more details of the range of support offered by Student Support Services, you can access all relevant webpages at [www.liverpool.ac.uk/studentsupport](http://www.liverpool.ac.uk/studentsupport)

**Confidentiality**
Student Services provide confidential information, advice and support for all students studying at the University. If you have any concerns about confidentiality please do speak to any member of the Student Services teams. View our Confidentiality Information leaflet [www.liverpool.ac.uk/studentsupport](http://www.liverpool.ac.uk/studentsupport/)

**Student Support Information Sheet**
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Disability and Dyslexia Contacts
There is a nominated Disability and Dyslexia Contact (DDC) within each School or Department. These contacts work closely with Disability Advice and Guidance to support the implementation of recommended individual reasonable adjustments, within the study environment.

For an updated list of DDC’s please visit www.liverpool.ac.uk/studentsupport/disability/support/ddc/

Disabled Students’ Network
The Disabled Students’ Network (DSN) is an informal group, comprising a number of disabled students, facilitated by Disability Advice and Guidance, which meets several times a year to discuss issues, evaluate services and provide direct input into policies and procedures which are relevant to the disabled students’ experience at the University of Liverpool.

It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice and Guidance.

Useful contacts
Action for Blind People
10 Duke Street, Liverpool L1 5AS
T: +44 (0)151 702 5700
E: liverpool@actionforblindpeople.org.uk
www.actionforblindpeople.org.uk

Bradbury Fields
The Bradbury Centre
Youens Way, Liverpool L14 2EP
T: +44 (0)151 221 0888
F: 0151 221 0889
Minicom: 0151-221-0887
E: info@bradburyfields.org.uk
www.bradburyfields.org.uk

Disability Advice and Guidance
Alsop Building, Brownlow Hill
Liverpool L3 5TX
Liverpool L69 3GD
T: +44 (0)151 794 5863
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Reasonable adjustments
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- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:

- Lecture slides provided in advance electronically
- Student module handbook provided in Braille
- Longer library book loans
- Coursework extension
- Provision to record lectures on a digital recording device
- Specific exam arrangements, eg question papers in an alternative format, extra time, typing facilities, accessible location, scribe, reader
- Access to assistive technology eg Supernova software
- Exercise area for a student’s guide dog.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at www.liverpool.ac.uk/studentsupport/disability

Funding
Disabled Students’ Allowance (DSA)
DSA is awarded to eligible students who have a visual impairment.

It is not means tested and does not affect benefit entitlement. The allowance is purely based on your needs.

DSAs help pay for extra costs you may have when studying your course. For example:

- A Non-Medical Helper eg a Mobility Trainer
- Travel costs
- Specialist equipment eg magnifying equipment.

How to apply for DSA
Visit Gov.uk at www.gov.uk/disabled-students-allowances-dsas and scroll down to find Disabled Students’ Allowance information/application form. The guidance booklet entitled “Extra help – Disabled Students’ Allowances” is also available at www.gov.uk/disabled-students-allowances-dsas/further-information

Students studying a course funded by the NHS can find further information on how to apply at www.nhsbsa.nhs.uk/students.aspx

If you are funded by a Research Council, please contact us as soon as possible with your grant reference number.

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Disabled Students’ Network
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It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice and Guidance.

Useful contacts
Young Epilepsy
St. Piers Lane, Lingfield, Surrey RH7 6PW
T: +44 (0)134 283 2243
Helpline: +44 (0)1342 831342
E: info@youngepilepsy.org.uk
www.youngepilepsy.org.uk/about-us/

ME Association
ME Connect helpline is available every day of the week on
T: +44 (0)844 576 5326. Phone between: 10am-12noon, 2pm-4pm and 7-9pm. You can also email ME Connect E: meconnect@meassociation.org.uk

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Disability Advice and Guidance are committed to supporting students and we will work with you to identify and implement individual reasonable adjustments; to access disability-related funding and to support student engagement with regards to disability-related issues. Our aim is to reduce any disadvantage you may experience as a result of your disability and support you in your independence.

**Reasonable adjustments**

A reasonable adjustment is any change which will help a disabled person have access to the same opportunities as a non-disabled person. We will recommend reasonable adjustments which may include support in the following areas:

- Program-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:

- Timetabled to reduce travel distance between classes
- Specific exam arrangements, eg allowed food, rest breaks with the clock stopped, ergonomic seating
- Flexibility with class attendance
- Lecture slides provided in advance electronically
- Support of a Practical Support Assistant
- Priority for University on-campus accommodation
- Timetabled to an accessible location ie ground floor/lift access.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at www.liverpool.ac.uk/studentsupport/disability

**Funding**

**Disabled Students’ Allowance (DSA)**

DSA is awarded to eligible students who have a medical condition.

It is **not** means tested and does not affect benefit entitlement. The allowance is purely **based on your needs**.

**DSAs help pay** for extra costs you may have when studying your course. For example:

- **A Non-Medical Helper** eg a specialist mentor
- **Travel costs**
- **Specialist equipment** eg a digital voice recording device.

**How to apply for DSA**

Visit Gov.uk at [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas) and scroll down to find Disabled Students’ Allowance information/application form. The guidance booklet entitled “Extra help – Disabled Students’ Allowances” is also available at [www.gov.uk/disabled-students-allowances-dsas/further-information](http://www.gov.uk/disabled-students-allowances-dsas/further-information)

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**Student Support Information Sheet**

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**Disability and Dyslexia Contacts**

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**Disabled Students’ Network**

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It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice and Guidance.

**Useful contacts**

**Dyslexia Foundation**
24 Edward Pavilion, Albert Dock, Liverpool, L3 4AF
T: +44 (0)151 709 0545 Helpline: 0800 077 8763
http://www.dyslexia-help.org/

**Disability Advice and Guidance**
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- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:
- Specific exam arrangements, eg extra time, use of a PC, scribe or reader, use of coloured overlays etc
- Use of accessibility software, eg MindGenius
- Lecture slides provided in advance electronically
- Longer library book loans
- Coursework extension
- Lecture capture technology.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at [www.liverpool.ac.uk/studentsupport/disability](http://www.liverpool.ac.uk/studentsupport/disability).

**Funding**
*Disabled Students’ Allowance (DSA)*
DSA is awarded to eligible students who have a specific learning difficulty. It is **not** means tested and does not affect benefit entitlement. The allowance is purely **based on your needs.**

DSAs **help pay** for extra costs you may have when studying your course. For example:
- **A Non-Medical Helper**
  eg a one-to-one Study Skills Support Tutor
- **Travel costs**
- **Specialist equipment**
  eg assistive software.

**How to apply for DSA**
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**Other support available**
For more details of the range of support offered by Student Support Services, you can access all relevant webpages at [www.liverpool.ac.uk/studentsupport](http://www.liverpool.ac.uk/studentsupport).

**Confidentiality**
Student Services provide confidential information, advice and support for all students studying at the University. If you have any concerns about confidentiality please do speak to any member of the Student Services teams. View our Confidentiality Information leaflet [www.liverpool.ac.uk/studentsupport](http://www.liverpool.ac.uk/studentsupport).

**Student Support Information Sheet**
Once we have received your supporting documentation, eg Educational Psychologists Report, the Disability Adviser will produce a Student Support Information Sheet (SSIS) detailing your recommended reasonable adjustments. With your consent, your SSIS will be accessible to view by appropriate members of staff, enabling them to support you.
Support for students with Mental Health Difficulties

Disability and Dyslexia Contacts
There is a nominated Disability and Dyslexia Contact (DDC) within each School or Department. These contacts work closely with Disability Advice and Guidance to support the implementation of recommended individual reasonable adjustments, within the study environment.

For an updated list of DDC’s please visit www.liverpool.ac.uk/studentsupport/disability/support/ddc/

Disabled Students’ Network
The Disabled Students’ Network (DSN) is an informal group, comprising a number of disabled students, facilitated by Disability Advice and Guidance, which meets several times a year to discuss issues, evaluate services and provide direct input into policies and procedures which are relevant to the disabled students’ experience at the University of Liverpool.

It is also an opportunity to meet other disabled students within a confidential environment, to share experiences and form supportive networks.

If you would be interested in becoming involved, please contact Disability Advice & Guidance.

Useful contacts
Mind
15-19 Broadway, Stratford, London E15 4BQ
T: +44 (0)20 8519 2122
F: 020 8522 1725
E: contact@mind.org.uk
Infoline: +44 (0)300 123 3393

Disability Advice and Guidance
Student Services Centre,
Alsop Building, Brownlow Hill Liverpool L3 5TX
T: +44 (0)151 794 5863
E: disteam@liverpool.ac.uk
www.liverpool.ac.uk/studentsupport/disability

If you require this leaflet in an alternative format or have any further queries please contact the Team on T: +44 (0)151 794 5863 or E: disteam@liverpool.ac.uk
Reasonable adjustments
A reasonable adjustment is any change which will help a disabled person have access to the same opportunities as a non-disabled person. We will recommend reasonable adjustments which may include support in the following areas:
- Programme-centred support
- Exam support
- Library support
- Campus accessibility
- Specialist equipment
- Non-Medical Helper Support.

Examples of reasonable adjustments which have been identified, recommended and implemented for students:
- Flexibility with class attendance
- Delivering presentations to a small group only
- Lecture slides provided in advance
- Provision to record lectures on a digital recording device
- Longer library book loans
- Specific exam arrangements, e.g., small group room, rest breaks with the clock stopped.

For further information about the Team, the types of support that we offer to students and to access a copy of our “Guide for Disabled Students”, please visit our website at www.liverpool.ac.uk/studentsupport/disability

Funding
Disabled Students’ Allowance (DSA)
DSA is awarded to eligible students who have mental health difficulties. It is **not** means tested and does not affect benefit entitlement. The allowance is purely based on your needs.

DSAs help pay for extra costs you may have when studying your course. For example:
- A Non-Medical Helper e.g., a specialist mentor
- Travel costs
- Specialist equipment e.g., a digital voice recording device.

How to apply for DSA
Visit Gov.uk at www.gov.uk/disabled-students-allowances-dsas and scroll down to find Disabled Students’ Allowance information/application form. The guidance booklet entitled “Extra help – Disabled Students’ Allowances” is also available at www.gov.uk/disabled-students-allowances-dsas/further-information

Students studying a course funded by the NHS can find further information on how to apply at www.nhsbsa.nhs.uk/students.aspx

If you are funded by a Research Council, please contact us as soon as possible with your grant reference number.

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Student Support Information Sheet
Once we have received your supporting documentation, e.g., letter from a medical professional, the Disability Adviser will produce a Student Support Information Sheet (SSIS) detailing your recommended reasonable adjustments. With your consent, your SSIS will be accessible to view by appropriate members of staff, enabling them to support you.