Set up support for your studies as a University applicant

The following information gives a summary of how the Disability Service sets up support for your studies:

1. Declare your disability and send evidence
   - Click here to expand...
     If you declare your disability on your university application, the Disability Service will contact you by email. In order for support to be arranged, we will ask you to send us formal documentary evidence of your condition. Original documents are not required; scans or copies will usually be sufficient. If you did not declare your disability on your application, you can do so by contacting us directly before you arrive.

2. Register with the Disability Service
   - Click here to expand...
     When we contact you by email we will ask you to fill in an on-line registration form about your support needs before you arrive. This has questions about accommodation and social transition to University as well as for your academic studies. Relevant information will be shared with the Accommodation team.

3. Get funding
   - Click here to expand...
     We will advise you about the possibility of applying for Disabled Students’ Allowance (DSA). This can fund equipment and study support independently from the University if you are eligible. If you get awarded DSA, you will need to contact equipment suppliers yourself, but we will contact the non-medical study support suppliers for you.

4. University Support
   - Click here to expand...
     Your evidence and survey answers will help us to create an Inclusive Learning and Support Plan (ILSP). This will help your department understand the characteristics of your condition and will outline reasonable adjustments that they should make in areas such as teaching, assessment and accessibility.

     You will be emailed your ILSP when you start studying at the University. If you are happy with the ILSP, it will be shared with your department to enable support to be implemented. Any alternative exam arrangements will be put into place by the exams office or your academic department. If you wish to have changes made to your ILSP you can book an appointment to talk to a Disability Adviser to discuss it.

5. Extra Assessments
   - Click here to expand...
     When we prepare your ILSP, if we feel that you would benefit from an Lancaster Support Review (LSR) we will let you know. An LSR involves a discussion with a specialist assessor from the Lancaster University Assessment Centre who will discuss your requirements and make recommendations for support. We will then review these recommendations and update your Inclusive Learning and Support Plan (ILSP).

We recognise that all students have a wide range of abilities and needs and we will work to ensure that you can fully participate in the education, facilities and services provided by the University. If you are uncertain whether the support and adjustments available at Lancaster will be able to meet your individual needs, please contact us to discuss your circumstances so that you can make an informed decision about choosing to study at Lancaster, once you are aware of the available support.

The Equality Act 2010 defines a person as having a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

To register with the Disability Service to help us to prepare to support, we need you to send us a copy of the formal evidence of your condition. A recent letter from a GP or health professional is...
usually sufficient or for a Specific Learning Difficulty (SpLD) we require an Educational Psychologist’s report. You can send your evidence by email or you can post a hard copy to:

Disability Service
Student Wellbeing Services
University House
Lancaster
LA1 4YW

As an applicant we will ask you to complete our applicant questionnaire to ask you more specific questions about the support and adjustments you may need to study successfully at Lancaster. This will help us to prepare to support you. We will send you the questionnaire if you declare a disability on your University application or if you get in touch with us directly about your condition.

If you’d like to speak with the Disability Service you can phone us directly on 01524 592111.