****

**Disabled Students’ Allowance (DSA) Laptop Fund**

**The DSA laptop fund is available for home and EU students who have been awarded a laptop through the DSA and are required to pay the £200.00 contribution towards a laptop. Please note this fund is means tested.**

**Please include the following with your application:**

* **The DSA letter confirming you have been recommended a laptop (DSA2 – Notification of Entitlement)**
* **Your SFE funding letter**
* **One month’s bank statements.**

**Name:**

**Student Number:**

**Course:**

**Disability Adviser:**

**Please tell us about any additional information you think may be relevant to your claim:**

|  |  |
| --- | --- |
|  A logo for a university  Description automatically generated  | **Internal use Supplier No:** |

 **BACS Details requests**

The University pays its’ suppliers by BACS (Bankers Automated Clearing System). Payments will be sent direct to your nominated bank or building society account and a detailed remittance advice will be sent to you by e-mail prior to the payment date.

**Please note we no longer issue cheque payments**.

To enable us to make payment via this method, we need you to complete the following basic bank account information so that we know where payments should be sent:

|  |
| --- |
| 1. Your student number on your enrolment card:
 |
|  |

|  |  |  |
| --- | --- | --- |
| 2. Your full name, course, department and school |   | 1. Name & full postal address of your Bank Building Society branch
 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 4. Branch Sort Code (from the top right hand corner of your cheque) |  | 5. Bank or Building Society account number |
|  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 6. Building Society role number (if applicable) |  | 7. Bank Account Name  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 8. E-mail address for the remittance to be sent |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Your Signature |  | Print Your Name |  |

 DR 15/09/2023