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MONT ROSE<sup>®</sup>  
COLLEGE

# Disability Policy

## 2025 - 2027

Approved by: Academic/Quality Assurance Board  
Date of approval: 13/02/2025  
Effective date: 13/02/2025  
Next review date: 31/03/2027

VERSION: 001

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## 1. Purpose

- 1.1. Mont Rose College is committed to promoting equality, diversity, and inclusion for all students, staff, and visitors. The Welfare Officers look after the registered welfare students and ensure that they receive the relevant support.
- 1.2. This policy applies to staff and all students enrolled in our institution, including those with physical, sensory, learning, mental health and other long-term conditions.
- 1.3. This policy outlines our approach to supporting disabled students in compliance with the Equality Act 2010.
- 1.4. All staff members have a duty of care to be vigilant for any patterns of behaviour or symptoms which may be of concern and report to the Welfare Officers or Safeguarding Officer either by attending the welfare office on the first floor or by emailing [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk).

## 2. Disclosure and Confidentiality

- 2.1. Students are encouraged to disclose disabilities or any additional support needed throughout their time at the College during the admission process or later during their course.
- 2.2. The disabled students are advised to apply for the DSA and the student can seek assistance from the Welfare Officers by either attending the welfare office on the first floor or by emailing [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk)
- 2.3. If the student is not sure whether they would be eligible for DSA support or if they would like to discuss the available support, they are advised to contact the Welfare Officers or Student Services Managers to discuss about their situation at [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk) or [ssm@mrcollege.ac.uk](mailto:ssm@mrcollege.ac.uk)
- 2.4. The student can also be referred by the other member of the staff to the Welfare Services to see if the student can benefit from Welfare support.
- 2.5. All disclosed information will be handled confidentially and shared only with student consent or where required by law. For statutory reasons the student data is collected and used for statistics, which may include disabilities. For more information, please see the [HESA Fair Processing Notices](#)
- 2.6. If the student is unsure or concerned about how their information is used or shared, please speak with the Welfare Officer or Safeguarding Officer.

### 3. Reasonable Adjustments

- 3.1. Reasonable adjustments are the changes made to ensure disabled students are not placed at a disadvantage compared to non-disabled students.
- 3.2. Mont Rose College can offer a wide range of reasonable adjustments for those with dyslexia, medical conditions, mental health difficulties and other disabilities and/or pregnancy.
  - **Teaching and Learning:** Accessible materials, flexible teaching methods, i.e. Online tutorial/ special arrangement, or 1-2-1 support and attendance considerations.
  - **Assistive Technology:** Access to software and equipment tailored to individual needs
  - **Assessment:** Extended deadlines, alternative assessment formats, and a separate classroom for examination or presentation.
  - **Physical Environment:** Accessible classrooms, ergonomic furniture, and facilities, i.e. car park.
  - **Wellbeing Services:** Mental health support, drop-in sessions, soft counselling services, and signposting to relevant external services.

### 4. Registering with Welfare:

#### Application Process

Students should:

- Disclose their disability to the Welfare Officers.
- Provide relevant documentation or assessments.
- Engage in discussion to determine appropriate support plan.
- Receive a welfare support plan outlining agreed adjustments.
- If the student is unsure about the documentation, they can contact the Welfare Officers for advice at [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk).

### 5. Disability Student Allowance (DSA) process:

- 5.1. As per the Equality Act 2010, a person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- 5.2. The Welfare Officers support students in applying for Disabled Students' Allowance (DSA), a UK government scheme that provides financial support to help meet the extra costs disabled students may incur while studying.
- 5.3. DSA can help with:

- Specialist equipment (e.g., assistive technology)
- Non-medical helpers (e.g., mentors, note-takers)
- Travel costs related to the disability
- Other disability-related study support
- It is not means-tested and does not have to be repaid.

## 6. Eligibility for DSA

6.1. Students may be eligible for DSA if they:

- a UK resident or meet residency requirements
- Have a condition that meets the definition of a disability
- Are enrolled in a course eligible for student finance

6.2. DSA Forms. The student can access the forms by following these links:

[HND and Undergraduate Students DSA Slim Form](#)

[Masters or Post graduate Students DSA Form](#)

## 7. DSA Application Steps

7.1. Disclose the disability to the College's Welfare Officers.

7.2. Apply for DSA through Student Finance England, Wales, Scotland, or Northern Ireland). The student can seek assistance with their application from the College's Welfare Officers.

7.3. Provide evidence to the SLC or bring it to the Welfare Officers (if they are helping with the application) (e.g., medical letter, diagnostic report or contact Welfare Officers for the advice about alternative form of evidence).

7.4. Attend a Needs Assessment with DSA assessor.

7.5. Receive a DSA report outlining support recommendations.

7.6. Bring the DSA report to the Welfare Officers to discuss the support plan.

7.7. Follow the prescribed ILP (individual learning plan) (if applicable) and/or Reasonable Adjustments plan (if applicable).

7.8. Welfare Officers will engage in ongoing review and support throughout the student's time at the College.



## 8. DSA Appeals process:

8.1. If a student is dissatisfied with the recommendations in their Disabled Students' Allowance (DSA) needs assessment report or they are not happy with the financial support provided, they have the right to appeal and seek a resolution:

- If the student disagrees with the needs assessment report, the student can contact the assessment provider directly, i.e Study Tech and Capita. The assessor should have an internal complaints or appeals procedure, which the student can follow to request a review of the assessment. The student can visit the Mont Rose College welfare office or email at [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk) for advice on appealing to third parties. If, after following the assessment provider's appeals process, the student remains dissatisfied, they can escalate the matter to the funding body: Student Finance England: [www.gov.uk/contact-student-finance-england](http://www.gov.uk/contact-student-finance-england)
- To appeal, the student will have to provide relevant documentation, including the original assessment report, their appeal correspondence, and any supporting evidence.

8.2. The Mont Rose College Welfare Officers will assist the student throughout this process, offering guidance, helping students understand their rights, and supporting them in preparing and submitting their appeal. For assistance, please contact at [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk)

## 9. Interruption of Studies Due to Disability or Health Condition

9.1. The College recognise that some students may need to temporarily interrupt their studies due to disability, long-term health conditions, or mental health challenges. Mont Rose College is committed to supporting these students during their period of interruption and upon their return.

9.2. Students who interrupt for medical or disability-related reasons are advised to remain in contact with the Welfare Officers and utilise all support provided.

9.3. The Welfare Officer will be signposting students to wellbeing services, mental health support, and referrals to external agencies during the period of study interruption where appropriate.

9.4. For students in receipt of Disabled Students' Allowance (DSA), the Welfare Officers will advise on how an interruption may affect funding and what steps are needed to reinstate support when they return.

## 10. Planning for Return to Study

10.1. Students intending to return from an interruption of study will be offered:

- A meeting with Welfare Officers and Student Services Managers (and Programme Managers, if appropriate) to discuss return to study.
- The conditions of resumption of studies in line with the Mont Rose College's policies and procedures.
- A review and update of their Reasonable Adjustment Plan and/or ILP.
- Support in re-applying for or reinstating DSA, if required.

10.2. In some cases, the Welfare Officers will ask for evidence (e.g., a medical letter or a support professional's statement) to confirm that a return to study is appropriate. This process is not punitive but aims to ensure the student is returning to a safe and supportive learning environment.

## 11. College Appeals and Complaints

11.1 If a student is not satisfied with the welfare services, they can discuss with the Welfare Officers or Student Services Managers (whatever is appropriate) to see if the appeal/complain could be resolved informally. They can submit their concern to [ssm@mrcollege.ac.uk](mailto:ssm@mrcollege.ac.uk)

11.2 If a student is not happy with the informal complaint outcome, they must follow the [Student Complaint Policy & Procedure](#) and submit their complaint to [complaints@mrcollege.ac.uk](mailto:complaints@mrcollege.ac.uk)

### Related Policies

Equality, Diversity & Inclusion Policy

Student Welfare Policy

Safeguarding Policy

Students' Fee Policy

[MRC Policies](#)