



Process of employing your Helper(s)

Your funding body will write to you to confirm that they have approved funding for a helper, as recommended by your Disability Adviser / Needs Assessor in your Assessment of Need report. This letter will advise you to contact your Disability Adviser to arrange employment of your helper.

Once you have received your Disabled Students Allowance (DSA) award letter from your funding body, **you will need to do the following if you would like the Disability Service to find and employ a helper on your behalf:**

- Contact the Disability Service (studentadvice.disability@stir.ac.uk) to let us know you would like us to find a helper for you. You should do this as soon as possible.
- We will then match you with a suitable helper and confirm the arrangements with you via e-mail to your University e-mail address.
- This e-mail will also provide essential information regarding the payment of your helper as well as guidance on working together effectively
- You will not receive any monies for employing your helper as your funding body will pay the University directly for this support.
- It is essential that you respond to all e-mails about employing your helper promptly.

The Disability Service endeavours to match all students with support workers as soon as possible. We will normally do this on a first come first served basis so it is therefore important that you complete the steps above as soon as possible. In the event that we are unable to offer a suitable match we will notify you of this and make you aware of the waiting period.

You also have the option of finding and / or employing your helper independently of the University. If you choose to do this, you should follow the instructions provided by your funding body. If you are unclear, please contact the Disability Service.

In some circumstance it may be possible for the University to employ a helper who you have identified yourself, for example someone you have worked with previously. Please contact your Disability Adviser to discuss this if appropriate.

Contact Details

The Disability Service
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E: studentadvice.disability@stir.ac.uk