**CLASS Pre-Assessment Form (PAF)**

Please complete as much of this form as you can and return the completed form and relevant documents (see page 2) to [dsa@westminster.ac.uk](mailto:dsa@westminster.ac.uk) as soon as possible.

This document can be completed in Word and emailed back to us with the documents requested below. You can expand each section using the enter key, if necessary.

|  |  |
| --- | --- |
| **Your name:** |  |
| **Preferred pronouns:** |  |
| **Date of Birth:** |  |
| **Contact address:** |  |
| **Mobile or landline phone number:** |  |
| **Email:** |  |
| **Which funding body is providing your DSA?**  SFE/SFW/SFNI/SAAS/Research Council |  |
| **Course title** (e.g. BA History): |  |
| **Are you studying a postgrad or undergrad course?** |  |
| **Are you studying full time or part time?** |  |
| **When did you or will you start the course?** (e.g. Sept 2022 / Jan 2023)? |  |
| **When are you due to finish your course?** (e.g. June 2026 / Jan 2025) |  |
| **What year of the course are you on/going to be on?** (e.g. year 1 of 3): |  |
| **University name** (if you have not yet started your course please provide your first choice of university): |  |
| **What disability or disabilities are you being assessed for** (you will find this listed in your funding body approval letter)? |  |
| **If you have previously had a needs assessment, please give the date and details.**  Please attach a copy of the report, if available. |  |
| **Would you prefer a face to face, in person assessment or a video call?** | **Please delete as appropriate:**  Video call / Face to face assessment |
| **Any additional information?** |  |
| **Date:** |  |
| **\*Student Signature:** |  |

\*When emailing a Word document to us, a signature isn’t necessary, but the email should be sent from the email address you’ve provided above.

**Checklist:** **Documents required**

The following documents should be emailed to [dsa@westminster.ac.uk](mailto:dsa@westminster.ac.uk):

* This form completed in full
* Funding body approval letter - this is the letter that has been emailed or posted to you that confirms that you can have a needs assessment
* Evidence of disability/disabilities - see below

# If you are being assessed for specific learning difficulties (dyslexia / dyspraxia, etc.), you must provide:

* Your Educational Psychologist Report / Diagnostic Report (the same report that was approved by the funding body when you applied for DSA)

# If you are being assessed for any other disabilities, you must provide:

* Your current medical report (this should be the same evidence you provided your funding body when applying for the DSA)

**Please note** that if you have approval from your funding body to be assessed for more than one disability, you will need to provide the relevant evidence required for each disability. Please ensure to email your documents to [dsa@westminster.ac.uk](file:///C:/Users/lamberal/Desktop/dsa@westminster.ac.uk)

Without these documents we cannot fully assess your needs and we will not be able to complete your assessment.