

How to claim DSA Reimbursement



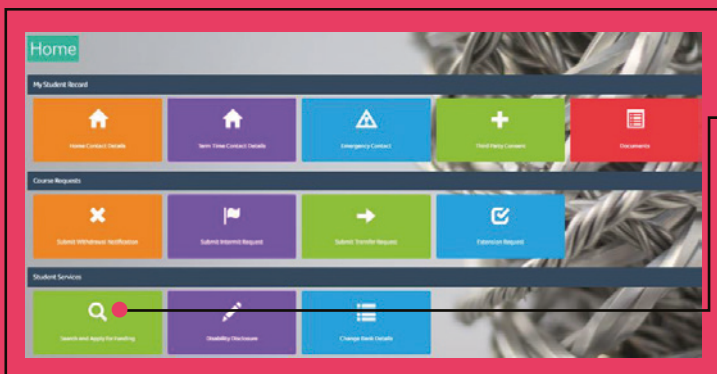
What is DSA reimbursement?

This fund reimburses the £200 contribution to computer/laptop that students have purchased as part of the Disabled Students Allowance. In order to receive this fund the student must provide evidence of the DSA entitlement and be able to provide the receipt of purchase of the computer/laptop through the recommended provider.



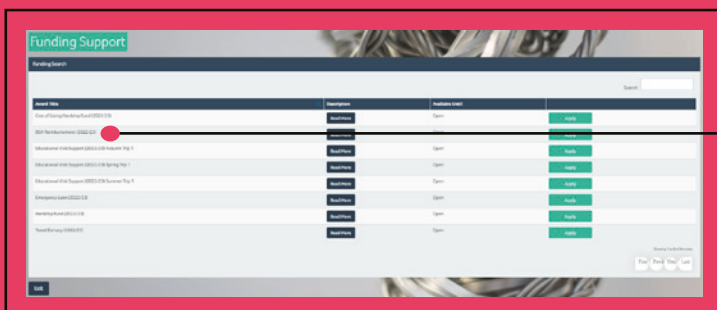
STEP 1

Log in to the MyAUB homepage and click on the tile marked 'eVision'.



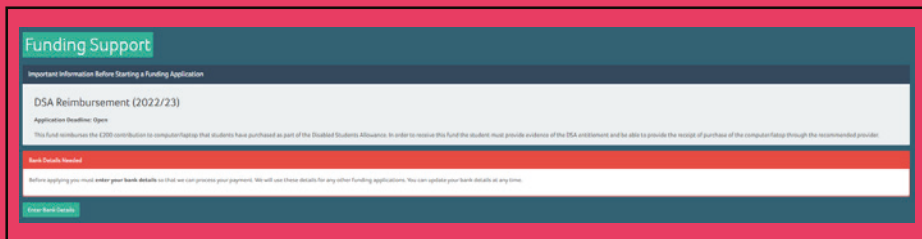
STEP 2

Click on the tile under Student Services marked 'Search and Apply for Funding'.



STEP 3

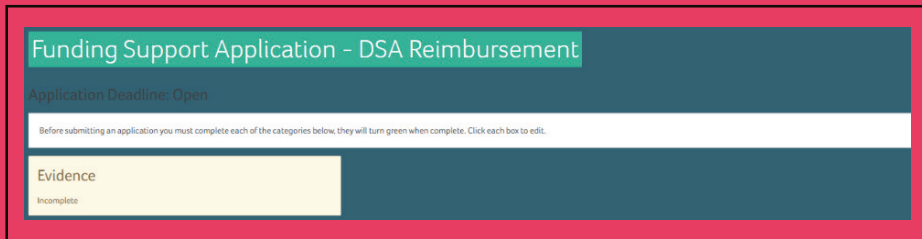
Providing you meet the above criteria, a fund marked 'DSA Reimbursement' should appear and be available for you to apply. Should you believe you're entitled to the fund but it doesn't appear, please contact the Student Services team.



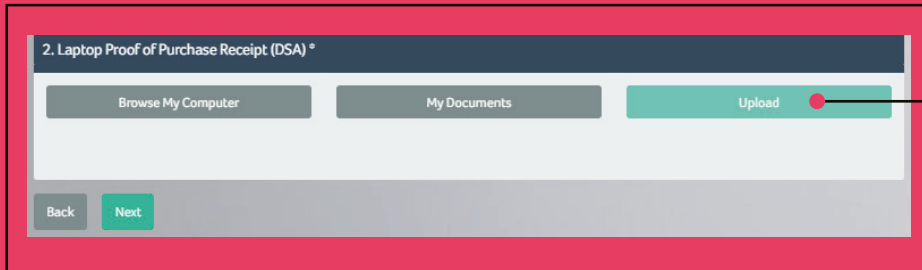
STEP 4
Before applying you must enter your bank details so that we can process your payment. We will use these details for any other funding applications. You can update your bank details at any time.



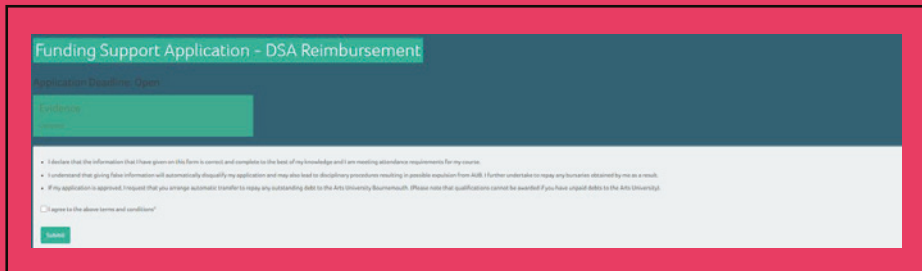
If you have already provided your bank details, you should find yourself at the below screen where you can start your application.



STEP 5
Before applying you must provide evidence. This includes receipt of DSA and laptop proof of purchase receipt. Once complete, the below box marked 'Evidence' will turn green.



When uploading evidence, please ensure to click the 'Upload' box.



STEP 6
Read the terms and conditions. Should you agree to them, click the 'I agree' box and then the 'Submit' box.