

## **Guidance for Health Professionals writing medical evidence letters (Physical and Mental Health) for application for Disabled Students Allowance**

The Disability Service, the University of Bolton, supports students with physical and mental health conditions to apply for Disabled Students Allowance.

The students' funding body determine whether an award will be made.

The funding body requires medical evidence from a health professional as part of this process.

This document outlines what the funding body expects from such a letter.

The letter should:

- Be on headed paper
- State diagnosis
- Whether the condition is long term/short term
- Whether the condition fluctuates
- Outline the effect that the physical or mental health condition may have on learning and/or attendance at University
- State the impact, if any, on day-to-day activities.

For example, does the condition affect:

- Concentration?
- Motivation?
- Short term/long term memory?
- Ability to mix in groups – anxiety?
- Ability to travel on public transport?

Does medication have side effects that may impact on learning? E.g. sleep disturbance, fatigue in the mornings etc.

The above suggestions are not exhaustive and are only examples of the kind of evidence that the funding body state they require.

Medical evidence letters, once completed should be forwarded to:

**Disability Service  
Student Services  
University of Bolton  
Deane Road  
Bolton  
BL3 5AB**

**Tel: 01204 903478  
Email: [disabilityinfo@bolton.ac.uk](mailto:disabilityinfo@bolton.ac.uk)**