Process of ordering IT Equipment

Once you have received your Disabled Student Allowance (DSA) please complete the following steps to order your equipment:

1. You should have a copy of your quotes from your Adviser – if not, please contact the Disability Service and your quotes can be forwarded by email.

2. Check the amount of DSA money you have received from your funding body and the total amount on the quotes is the same. If not, contact your Adviser.

3. Once you have the quotes, please phone Sight and Sound Technology on 0345 634 7979 and give your “Quote ID Number” from the top of your quote.

4. Scan your award letter and email (or post or fax) a copy of it to Sight and Sound. Email your documents with your quote ID number to dsasales@sightandsound.co.uk. (Scanning equipment is available in PC Labs 2A79 and 2A81. To access labs, get a key card from the Porters desk in Cottrell.)

5. It is part of your agreement with your funding body that you “buy the items/equipment exactly as your Adviser recommends. If you are not happy with the equipment that has been recommended you should contact your assessor to discuss this before you purchase any items/equipment” (SAAS website). If you don’t, your funding body may withdraw its offer and ask you to repay the funding in part or in full. Unspent funding should be repaid to the funder.

- It is your decision who you buy your equipment from, but we recommend you purchase all of your equipment from Sight and Sound Technology (there may be occasional items sourced elsewhere).
- Sight and Sound Technology undertake to assist you with your order and to ensure compatibility between your computer system, assistive software and the University network. After sales support, software licensing and technical support is then provided on all equipment supplied by them.
- If you do decide to buy the recommended equipment and software from other sources, remember to check the version of any software required (usually this will be the latest one) and include the necessary insurances and warranties for the duration of your course. Some items may only be available from specialist suppliers.

University of Stirling Disability Service 01786 466612

Sight and Sound Technology
DSA Help Desk 0345 634 7979 or 01604 798070
Fax 01604 798091
Address: Sight and Sound Technology Limited, Welton House North Wing, Summerhouse Road, Moulton Park, Northampton, NN3 6WD