

Housing Benefit and Council Tax Support Student Form



Name and address

Claim reference (if known)

Please fill in this form using black ink, and return it by post to:
Customer Accounts, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Beds, LU6 1LF

Please complete a separate form for each course attended by you or your partner.

If you have any questions, please email customer.accounts@centralbedfordshire.gov.uk, or call **0300 300 8306**

Part 1 About your course

Your name

What is the full name and purpose of your course?

What qualification are you studying for?

e.g. NVQ, HND, BSc, BA, MSc

Is your course

Part time?

Full time?

How many hours of guided learning does your course include each week?

 hours

What is the full name and address of the establishment you are attending?

Please tell us the start and end dates of your course

Course start date

/ /

 Course end date

/ /

Please tell us the start and end dates of this academic year

Start date of this academic year

/ /

 End date of this academic year

/ /

How many weeks are there in this academic year?

 weeks

Part 1 About your course (continued)

Have you been on a course in this academic year that ended prematurely? This includes any temporary breaks you may have taken.

No
Yes

Please give details below.

We need to know your reason for leaving the course and any significant dates. Please give all details of funding during the course and the consequences of finishing early.

Part 2 About your student income

Do you receive a student loan?

No
Yes

How much do you receive, and how often?

£

every

Do you receive a student grant?

No
Yes

How much do you receive, and how often?

£

every

Do you receive a bursary?

No
Yes

How much do you receive, and how often?

£

every

Do you receive sponsorship?

No
Yes

How much do you receive, and how often?

£

every

Do you receive a scholarship?

No
Yes

How much do you receive, and how often?

£

every

Do you receive financial help from family or friends?

No
Yes

How much do you receive, and how often?

£

every

Does your employer pay you while you are studying?

No
Yes

How much do you receive, and how often?

£

every

Are you eligible for a student loan but do not claim it?

No
Yes

Part 3 Additional Information

Will you remain at the property detailed above during the summer holidays?

No
Yes

Please tell us about your other address in the space below.

Use the space below to provide any further information about your course or your student status.

Part 4 Claimant's Declaration

Please read this declaration carefully before you sign and date it.

- **I declare** that the information given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information provided to process my continuing entitlement to Housing Benefit or Council Tax Support or both, or to assess any discount or grant for Council services. You may check some of the information with other sources as allowed by the law.
- **I understand** that you may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let the Council's Customer Accounts Section know straightaway in writing about any change in my circumstances, or the circumstances of anyone living with me, which might affect my claim.

Signature of person claiming

Date

/ /

Please provide the following to support your application:

- A valid student certificate or letter from your educational establishment, confirming:
 - Your course title
 - Your term dates
 - Whether you are a full-time or part-time student
- Award letters for all student loans, grants and bursaries you receive, including a breakdown of all the elements you are paid.