

Council Tax & Benefits

Student Details

SURNAME		TITLE	
FORENAMES			
FULL ADDRESS (including any room or flat number)			
POST CODE		TELEPHONE No.	

You have advised that you, your partner or non-dependant(s) are a student.
If more than one person in your household is a student, please complete a form for each.
If you are claiming Housing and/or Council Tax Benefit, please complete sections A and B.
If you are applying for a student discount or exemption on your Council Tax bill, you only need to complete questions in Section B.

STUDENT'S NAME

TO BE COMPLETED BY THE STUDENT

Section A

A1. What is your Nationality?

A2. Please give the dates your course runs for this year:

From	/	/	To	/	/
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A3. Do you receive a grant? If so please provide a decision notice.

YES ☐ NO ☐

A4. If NO - have you applied for grant?

YES ☐ NO ☐

If YES you must supply the decision notice from your education authority.

A5. Do you receive any Access Fund payments? If YES please provide proof.

YES ☐ NO ☐

A6. Are you able to claim a Student Loan?

YES ☐ NO ☐

If YES please provide proof of the amount you can claim.

Section B

B1. What is your date of birth?

B2. Which educational establishment do you attend?

B3. What course are you attending?

B4. (a) The date your course started:

(b) The date you expect your course to end:

B5. Is your programme of study designated full or part-time?

B6. Please state the number of people aged 18 years or over who live in the property.

If you have answered Section A - You also need to supply proof of any Grant Access Fund payments and loans received.

If you have answered Sections A & B - A student certificate and learning agreement must also be supplied to support this application otherwise it cannot be considered.

If you have only answered Section B - You only need to supply a student certificate.

A student certificate can be obtained from your college or university who have a duty to supply certificates on request. The certificate must include the name and address of the education establishment, full name and date of birth of the student, course name and length of course together with course start and end dates for the current academic year. **A student acceptance, loan or grant letter will not be accepted as a student certificate.** If at school doing A Levels you need a letter from the school to confirm.

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information I have provided to process my claim for Housing/Council Tax Benefit or Council Tax liability, or both. 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 social security 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 understand** that I must always tell you about any change in my circumstances straight away and in writing.
- **I understand** that if I do not tell you about any change in my circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming.

Please tell us why you are filling in this form for the person claiming.

I declare that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of person who filled in the form

Signature

Date

Relationship to the person claiming

Connections
Town Hall
Castle Circus
Torquay
TQ1 3DS

Connections
Town Hall
Brixham
TQ5 8TA

Connections
Paignton Library and Information Centre
Great Western Road
Paignton
TQ4 5AG