



## STUDENT CLAIM -ADDITIONAL INFORMATION

---

### Student application for Housing Benefit and/or Council Tax Support

#### About this form

This form is not in itself a claim for Housing Benefit or Council Tax Support, but we need this additional information to support your Housing Benefit/Council Tax Support claim and calculate your entitlement.

#### How to fill in this form

This form should be completed for each adult in the household who is in full time education.  
Please answer ALL the questions on this form.

If you need help in completing this form, please telephone 01202 451592.

---

#### Student's details

Surname

Other names

Home address

Postcode

National Insurance  
Number (NI)

---

#### What to do now

Please fill in this form and send it back to us straight away. If you cannot fill in this form straight away, send it back to us as soon as you can but **you MUST send your actual Housing Benefit/Council Tax Support application back to us immediately otherwise you may lose benefit.**

Please confirm the date you are completing this form:

---

**PLEASE TURN OVER**

## About your course

Name and address of the college/university attended


Title of course

--

Number of years in course

--

Current year of study (e.g. first, second)

--

Number of weeks in academic year

--

Start date of autumn term

/  /
------

End date of summer term

/  /
------

Are your tuition fees paid by your Local Authority?

Yes / No

--

Name of Local Authority

--

## About your student income

---

Please complete all questions in FULL, proof of any income declared below **MUST** be provided to support your application.

Are you in receipt of?

	<u>Awarded</u> *		<u>Proof Enclosed</u>
Student Loans	Yes / No	Income per annum £	Yes / No
Bursary	Yes / No	Income per annum £	Yes / No
Parental contribution	Yes / No	Income per annum £	Yes / No
Other loans	Yes / No	Income per annum £	Yes / No
Scholarships	Yes / No	Income per annum £	Yes / No
Sponsorships	Yes / No	Income per annum £	Yes / No
Deed of Covenant	Yes / No	Income per annum £	Yes / No
Student Grant	Yes / No	Income per annum £	Yes / No

\* delete as appropriate

## Child Care Costs

---

Have you applied for Child Care grant as part of your Student Award **Yes / No**

Or Child Tax Credit **Yes / No**

**Your financial assessment for your Higher Education Student Support MUST be provided**

If you are in receipt of a dependants grant as part of your loan award, please provide a breakdown of this proportion. Elements of a dependants' grant may be disregarded. Failing to provide this information will result in the full grant being taken into consideration when assessing your entitlement.

**Declaration**

**Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.**

Your personal information will be held and used in accordance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. We may use any information you have provided in connection with this and any other claim for social security benefits that you have made or may make. We 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 you money, if the law allows this.

We may check information that you have provided or that has been provided about you against relevant information that we already hold to make sure that it is accurate. We may also lawfully disclose information to other public-sector agencies and Credit Reference Agencies (for example to check on undeclared cohabiters), to:

- Prevent or detect benefit fraud and any other crime
- To support national fraud initiatives
- To protect public funds

More information about how we collect and use information can be found on our website:

[www.bcpCouncil.gov.uk/privacyRBB](http://www.bcpCouncil.gov.uk/privacyRBB)

**Please read this declaration carefully before you sign and date it. I understand the following:**

If I give information that is incorrect or incomplete, you may take action against me. This may include court action.

**I know** I must immediately let the Council's Benefit Office know about any change in my circumstances or income. I understand that if I fail to tell the Council's Benefit Office of any changes in circumstances or income, an overpayment of benefit may occur which I will have to repay to the Council.

**I declare** the information I have given on this form is correct and complete.

**Signature**

**Date**