

Student Form for Housing Benefit and Council Tax Benefit

www.oxford.gov.uk



About this form

It is important that this form is completed as fully as possible because the information requested is essential for the assessment of your benefits claim. You and your partner will need to complete a separate form for each course attended.

You must provide proof of everything you tell us. We need to see original documents, not copies. We can provide you with further guidance on what proof we will need to see. You can ask for advice by telephoning or visiting our offices.

Filling in the form

Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction tape or fluid.

If you are given a choice of answers please tick the appropriate box.

Part 1 Your details

Your name

Your address

Your Housing Benefit reference number



Part 2 About your course

Is your course Part time? Full time?

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

What is the full name and purpose of your course?

What qualification are you studying for?
Eg: NVQ, HND, BSc, BA, MSc

Full name and address of the establishment you are attending:

Course start date

Course end date

Start date of this academic year

End date of this academic year

Number of weeks in this academic year

Have you been on a course in this academic year that ended prematurely? This includes any temporary breaks you may have taken. If so 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 3 About your student income

	Yes	No
Do you receive a student loan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive a student grant?	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive a bursary?	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive sponsorship?	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive a scholarship?	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive financial help from family or friends?	<input type="checkbox"/>	<input type="checkbox"/>
Does your employer pay you while you are studying?	<input type="checkbox"/>	<input type="checkbox"/>
Are you eligible for a student loan but do not claim it?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any other income?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above please give details below.

Remember, we need to see evidence to support the above details. Please list the documents supplied in the box below.

Part 4 Declaration

This form must be signed and dated by the person whose details are on this form. Before signing please check carefully that all details are correct. This information will be used to work out your entitlement to Housing and/or Council Tax Benefit.

- I declare that the information given on this form is true and complete.
- I understand that if I give information that is incorrect or incomplete that action may be taken against me.
- I authorise the Local Authority to verify the information they consider necessary.
- I understand that it is my responsibility to notify the Benefits Service of any changes in my circumstances immediately.

Signature of person claiming

Date

Please complete this form and return it to:

Oxford City Council Benefits Service
PO Box 10
St. Aldate's Chambers
St. Aldate's
Oxford
OX1 1EN

Telephone: 01865 252849