

Confirmation of benefits for part-time students - Academic Year 2007/08

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This form is also available on our website
www.studentfinancedirect.co.uk

Please complete your name in the following boxes before completing the rest of this form.

Your forename(s): Surname:

Important Information

This form asks for confirmation of State benefits which you or your partner receive. We need this information to help us determine your entitlement to student finance.

You need to complete this form if you have applied for a grant for part-time study and you or your partner receive one or more of the following benefits:

- Housing Benefit;
- Income-based Job Seeker's Allowance;
- Council Tax Benefit;
- New Deal Allowance; or
- Income Support.

Your Jobcentre Plus, Social Security Offices, local authority housing or Council Tax offices will be able to confirm receipt of these benefits.

Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- **You should answer all the questions in section 1 and sign and date the declaration in section 2.** If a question does not apply to you, write "N/A" (not applicable) or "None". If you do not, we may return this form to you as it will appear incomplete. This may delay your application for student finance.
- Ensure that your Jobcentre Plus, Social Security Offices, local authority housing or Council Tax offices completes **section 3**.
- **You**, not Jobcentre Plus, Social Security Offices, local authority housing or council tax offices should **return all pages** of the completed form to us at the address shown on the letter accompanying this form or on the contact list available online at www.studentfinancedirect.co.uk.

Information for the applicant

This form must be endorsed by the relevant office that pays your benefit, as follows:

Benefits you (or your husband, wife or partner) receive	Offices that will provide confirmation of these benefits
Income Support Income Based Job Seekers Allowance New Deal Allowance	Local Jobcentre Plus or Social Security Office
Housing Benefit Council Tax Benefit	Local authority housing office or Council Tax office

If both you and your husband, wife or partner are receiving any of these benefits, you only need to get confirmation that one of you receives it.

Similarly, if you or your husband, wife or partner are receiving more than one of these benefits, you only need to get confirmation that you (or they) are receiving one of them.

You do not have to tell us how much benefit you receive. If you wish, you can instead send a recent letter from the office that pays you your benefit, showing the benefit you receive. Only send this form if you do not have such a letter, or if you do not wish to tell us how much benefit you receive.

When the relevant office has completed section 3, you must sign the declaration and attach this form to your application form (if applicable) and send to us.

about you and your partner

This section must be completed by you, the student. If you have a partner who receives one of the benefits shown, and you do not, please also give his or her details.

a) Student details

b) Details of husband, wife or partner

ART ID:

ART ID:

Forename(s):

Forename(s):

Surname:

Surname:

National Insurance Number:

National Insurance Number:

Address:

Address:

Postcode:

Postcode:

Benefit details: From the following list, please tick the benefits received.

Housing Benefit

Housing Benefit

Income-based Job Seeker's Allowance

Income-based Job Seeker's Allowance

Council Tax Benefit

Council Tax Benefit

New Deal Allowance

New Deal Allowance

Income Support

Income Support

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Declaration

I authorise Jobcentre Plus, Social Security Offices, local authority housing and Council Tax offices to give information about my benefits to my Local Education Authority (LEA) to assess higher education student finance for the student named in section 1a of this form.

Student

Your full name (in BLOCK CAPITALS):

Your signature:

Date:

Husband, wife or partner

Their full name (in BLOCK CAPITALS):

Their signature:

Date:

Information for Jobcentre Plus, Social Security Offices, local authority housing and Council Tax offices

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The student named in section 1a of this form has applied for a student grant for part-time study. A full grant can be paid if, at the time of application for the grant, either a student or his or her husband, wife or partner he or she normally lives with is receiving **one** of these five benefits: Income Support, Housing Benefit, Council Tax Benefit, Income-based Jobseeker's Allowance or New Deal Allowance.

Please complete this section of the form to confirm that the student or his or her partner receives one of these benefits. If both the student or his or her partner receive benefits, or if either receives one or more of the benefits, you only need confirm that **one** of them is receiving **one** of these benefits.

Tick **one** of these boxes, as appropriate, then sign, date and stamp the form and return it to the person named in section 1a.

I certify to the best of my knowledge and belief that, as at the date below, the claimant named in section 1 is being paid the following benefit.

- Housing Benefit
- Income-based Job Seekers' Allowance
- Council Tax Benefit
- New Deal Allowance
- Income Support

Official Stamp

Name of office:

Phone number:

Contact name (in capitals):

Signature:

Date: DAY MONTH YEAR

Please return this form to the person named in section 1a.