

OPENING TIMES

Monday - Thursday : 8.45am to 5.10pm Chichester District Council

Friday 8.45am to 5pm

TEL: 01243 534509

FAX: 01243 521234

E-mail: [benefits@chichester.gov.uk](mailto:benefits@chichester.gov.uk)



**Housing Benefit and Council Tax Reduction: Student Details.**

**Section One - About yourself.**

Name (you):	
Name (your partner):	Home telephone number:
Address:	
Post code:	

You have indicated on your application form that you or your partner are students. In order that your claim can be accurately assessed you must supply the following information. Please write Yes or No in the appropriate boxes.

Which of you is the student (or both)

What is the name and address of the educational establishment you attend?

Name:
Address:
Post Code:

What course are you studying?

Is it designated a 'full' or 'part-time' course?

How many hours do you attend college each week?

How many hours are you expected to spend on unsupervised study?

Which year of your course are you on (e.g. 1<sup>st</sup> Year of a 3 year course)

Please give this academic year dates

Do you receive a grant?

Yes  No

Do you receive a student bursary **Yes**  **No**

Do you receive a student loan? **Yes**  **No**

Do you receive any Access Fund Payments? **Yes**  **No**

*If the answer to any of these questions is yes, you must supply the original documents as evidence.*

Do you receive any other income (this includes income from your parents/relatives etc., that is not included anywhere else on this form). **Yes**  **No**

*If yes please give details below*


**You must provide original documents to verify this income.**

You must supply an **original certificate/learning agreement** from the Administration Officer (NOT your tutor) of the educational establishment to confirm your course and status as a full or part-time student. You must also provide the original documents to verify all the income and outgoings declared on this form.

I undertake to let Chichester District Council Benefits Section know immediately if my circumstances, or the circumstances of the people in my household change. Examples of changes in circumstances are:

- If your rent changes
- If anyone joins or leaves your household
- If a child leaves school
- If you or your partner starts work
- If you/your partner have a baby
- If you/your partner goes into hospital
- If you or your partner come off income support/jobseekers allowance
- If you or your partners income goes up or down
- If you or your partners capital goes up or down

**Please read this declaration carefully**

- **I/we declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge.**
- **I/we authorise the Council to make any necessary enquiries to verify the information on this form. This includes contacting my/our Bank, Building Society, employer, HM Revenue and Customs, the Department for Work and Pensions, other Local Authorities and other sections within the Council and The Rent Officer.**
- **I/we understand that if I/we give information that I/we know to be incorrect or incomplete or knowingly fail to report any changes which might affect my/our benefit I/we may be prosecuted.**

Your signature:

Date:

Partners signature:

Date: