



Benefits Confirmation for Part-Time Students Form **2011/12**

This form is also available on our website
www.direct.gov.uk/studentfinance

Student's forename(s)

Student's surname

Important information

Only 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;
- Income Support; or
- Income based Employment and Support Allowance.

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

Instructions

- **Answer all the questions in section 1 and sign and date the declaration.** If a question does not apply to you, write 'N/A' (not applicable) or 'None'.
- Your Jobcentre Plus, Social Security Offices, local authority housing or Council Tax office should complete **section 2**.
- **You**, not Jobcentre Plus, Social Security Offices, local authority housing or Council Tax offices should **return all pages** of the completed form to us.
- Return this form to us at **Student Finance England, PO Box 210, Darlington, DL1 9HJ.**



Where you can find the supporting information from:**Local Jobcentre Plus or Social Security Office**

- Income Support
- Income-based Job Seeker's Allowance
- New Deal Allowance
- Income based Employment and Support Allowance

Local authority housing office or Council Tax office

- Housing Benefit
- Council Tax Benefit

You only need to provide confirmation of **one** person's receipt of a benefit, be it either you or your husband, wife or partner.

You can send a recent letter from the office that pays your benefit showing what you receive. However, if you do not wish to let us know how much benefit you receive or you do not have a recent letter then you can request the office that pays your benefit to complete section 2.

When the relevant office has completed section 2, you must sign the declaration and attach this form to your application form (if applicable) and sent it to us.

Declaration

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

Student

X							/			/				

Husband, wife or partner

X							/			/				

Benefits

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 the benefits stated below.

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

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 Seeker’s Allowance
- Council Tax Benefit
- New Deal Allowance
- Income Support
- Income based Employment and Support Allowance

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Contact name (in BLOCK CAPITALS)

Signature

Date

Name of office

Phone number

X
<input type="text"/> / <input type="text"/> / <input type="text"/>

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