

Revenues and Benefits

Ref: Call: 01908 253100

Reply to: Benefits





Email: benefits@milton-keynes.gov.uk



14 August 2023

Housing Benefit /Council Tax Reduction

You have advised that you or someone in your household is a student in further/higher education (not in Primary or Secondary school). Please complete the enclosed form in respect of the student and return with supporting documents.

-  Learning agreement (confirming the number of guided hours of study required)
-  Student Exemption Certificate. (provided by your Educational Establishment)
-  Complete Student Loan, Grant, & Bursary/Other Funding Award Letter(s), (Including the breakdown of the student finance elements).
-  Refusal letter, if you have been turned down for a Student Loan.

Please scan or take a picture of the original documents, and email them to Benefits@Milton-Keynes.gov.uk with your claim reference number and the attached proforma.

Supporting documents should be originals if you choose to post them in.

This information is required within 1 calendar month. If you do not return the form by this date, we may assume that you are no longer entitled to benefit, or that you do not wish to pursue your claim.

IMPORTANT - You are reminded that it is your responsibility to tell this office of all changes to you or your family's circumstances including financial, benefits and moving in or out within 1 calendar month. **Do not wait** until this office contacts you to report a change. Failure to notify a change on time may result in action being taken against you, or you being over or underpaid. If you are overpaid, this office will recover the monies back by deducting a proportion of your entitlement each week, if you are due an underpayment this may be withheld.

If you no longer wish to claim benefit, please call as soon as possible to let us know.

Yours sincerely,

Benefits Service

Student Pro-Forma

Section 1 – General Details


Claim Number Claimant


Name of Student Student's DOB

Students Address

Number of required study weeks each year
Number of hours guided learning* per week
Number of private study hours per week

*By guided learning we mean tutor/lecturer led learning.

 **Please provide your Learning Agreement with your Educational Establishment, confirming the number of hours.**

 **If your Learning Agreement confirms that you undertake over 16 hours of guided learning per week please complete the rest of this form and also provide your Council Tax Exemption Certificate.**

Section 2 - Course Details

Course Title

Name of Educational Establishment

Address of Establishment

Qualification Type Length of Course
E.g. A-Level, Degree, HND

What year of study are you currently in or about to commence (Year 1/2/3/4/5)

Are you in your final year or about to commence your final year (Yes/No)

This academic year Start date

This academic year End date

Longest break* (Summer holidays)

Start date

Longest break* End date

*Longest break start and end can be approximate

Entire Course

Start date

Entire Course End date


Section 3 - Student Income **Only to be completed if Claimant or Partner is a Student**

Student Grant:

Are you receiving a Student Grant (Yes/No)

Has your Student Grant been refused (Yes/No)

If Yes to either of the above

 **Please provide the full grant letter showing refusal/breakdown of Grants and allowances included in your award.**

If No to both of the above

Have you applied for a Student Grant (Yes/No)

If Yes, what date did you apply

 **Please provide evidence of the decision when received.**

Student Loan:

Are you receiving a Student Loan (Yes/No)

Has your Student Loan been refused (Yes/No)

If Yes to either of the above

 **Please provide the full award letter showing refusal/breakdown of your loan.**

If No to both of the above

Have you applied for a Student loan (Yes/No)

If Yes, what date did you apply

 **Please provide evidence of the decision when received.**

If you have not applied for a loan please confirm why not:

Student Bursary/Any Other funding

Are you receiving a Student Bursary (Yes/No)

Are you receiving any other funding (Yes/No)

Name of funding

Establishment providing funding

 **Please provide full award letter showing the funding received.**

If No to either of the above

Have you applied for any Student Bursary or other funding (Yes/No)

If Yes, what date did you apply

 **Please provide full award letter showing your funding when received.**

Section 4– Declarations:

Please read BOTH declarations carefully before you sign and date.

I understand the following in regards to my Housing Benefit and/or Council Tax Reduction claim:

I declare that the information on this form is correct and complete.

- If I give information that is incorrect or incomplete, you **may take action against me**.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction or both. You may check the information with other sources within the council, rent offices and other councils.
- You may use any information I have provided in connection with this and any other claim for benefits that I have made or may make. You may give some information to other government organisations.

I know I must let the council know about any change in my circumstances which might affect my claim.

I understand that failure to do so may result in my being prosecuted under the Social Security Administration Act 1992 or Fraud Act 2006.

Housing Benefit / Council Tax Reduction Data Protection Privacy Notice

We collect and use information about you so that we can provide you with Housing Benefit and Council Tax Reduction services under Legislation. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy. If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk

Signature of Claimant

Date

I understand the following in regards to my Council Tax Account:

I confirm that the information given is correct and undertake to notify the Council immediately of any change of circumstances which would affect entitlement to discount granted as a result of this application. **Failure to do so may result in a penalty** of £70 being imposed.

Council Tax Data Protection Privacy Notice

Milton Keynes Council collects and uses information about you to calculate and collect your Council Tax liability in accordance with the Local Government Finance Act 1992. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk

IMPORTANT NOTICE

If you do not enclose relevant proof when returning this form, your application may not be processed. You MUST ensure that your Student Certificate is attached. Do not send your offer of placement, grant application or student ID card. If the appropriate evidence is not attached, this form may be returned to you.





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

Signature of Applicant

Date

Section 5 – Checklist of information requested:

Please ensure that you have enclosed the following with your form:

-  Learning agreement (confirming the number of guided hours of study required)
-  Student Exemption Certificate.
-  Complete Student Loan, Grant, & Bursary/Other Funding Award Letter(s), (Including the breakdown of your student finance).
-  Refusal letter, if you have been turned down for a Student Loan.

Section 6– Contact Details:

If you have any questions concerning this form please use the contact details below to get in touch with us.

- Email at : benefits@milton-keynes.gov.uk
- Telephone us on: **01908 253100**

Completed forms can be returned as follows:

By email to: benefits@milton-keynes.gov.uk

By post/hand to: **Benefits Section, PO Box 5327,
Milton Keynes City Council,
Civic, 1 Saxon Gate East,
Milton Keynes, MK9 3ZA**