

## Confirmation of Benefits for Part-time Students - Academic year **2025/26**



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

Your forename(s)

Your 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 Jobseeker's Allowance
- Rate Rebate Scheme
- Income Support/Universal Credit
- Income-related Employment and Support Allowance

The Social Security Agency, Housing Executive or Land & Property Services will be able to confirm receipt of these benefits.

### Instructions

- **You should 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'. 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 the Social Security Agency, Housing Executive or Land & Property Services completes **section 3**.
- **You**, not the Social Security Agency, Housing Executive or Land & Property Services should **return all pages** of the completed form to us at the address shown below:  
Student Finance NI, Part-time Office, Ballee Centre, Ballee Road West, Ballymena, BT42 2HS

# 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/Universal Credit Income-based Jobseeker's Allowance Income-related Employment and Support Allowance	Social Security Agency
Housing Benefit	Housing Executive
Rate Rebate Scheme	Land & Property Services

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 it to us.

## Section 1 - about you and your partner

This section must be completed by you, the student. If your husband, wife or partner receives one of the benefits shown, and you do not, please also give their details.

### a) Student details

Customer Reference Number

Forename(s)

Surname

National Insurance number

Address

Postcode

### b) Details of husband, wife or partner

Customer Reference Number

Forename(s)

Surname

National Insurance number

Address

Postcode

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

Housing Benefit

Income-based Jobseeker's Allowance

Rate Rebate Scheme

Income Support/Universal Credit

Income-related Employment and Support Allowance

Housing Benefit

Income-based Jobseeker's Allowance

Rate Rebate Scheme

Income Support/Universal Credit

Income-related Employment and Support Allowance

## Section 2 - declaration

I authorise the Social Security Agency, Housing Executive or Land & Property Services to give information about my benefits to the Education Authority (EA) 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

**X**

Today's date

Day

Month

Year

### Husband, wife or partner

Your full name (in BLOCK CAPITALS)

Your signature

**X**

Today's date

Day

Month

Year

## Section 3 - Information for the Social Security Agency, Housing Executive and Land & Property Services

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 following five benefits: Housing Benefit, Income-based Jobseeker's Allowance, Rate Rebate Scheme, Income Support/Universal Credit or Income-related Employment and Support 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 receive one or more of the benefits or 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 Jobseeker's Allowance

Rate Rebate Scheme

Income Support/Universal Credit

Income-related Employment and  
Support Allowance

Official stamp

Name of office

Phone number

Contact name  
(in BLOCK CAPITALS)

Signature

X

Today's date

Day Month Year  
□ □ □ □ □ □ □

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