



Derby City Council

## Student Information Form

We will need more details about your course and evidence of any Grant, Loan or Bursary that you have been awarded. Please complete the following information:

### Section 1 – About You

Full Name	
Home Address	
Postcode	
Claim reference number	National Insurance number
Phone number:	Email address
If you have a partner, do you live away from them while studying?	
If 'yes' please tell us your partner's address	
Where do you live during the summer holidays?	

### Section 2 -Details of you college or university course

Name of the college or university	
Name of your course or qualification	Is this course full time or part time?
How long is your course?	What year of the course are you in?
Please tell us the dates for this academic year	
Start date <input type="text" value="DD / MM / YYYY"/>	End date <input type="text" value="DD / MM / YYYY"/>
Will you be on work experience this year? If so please give dates	
Start date <input type="text" value="DD / MM / YYYY"/>	End date <input type="text" value="DD / MM / YYYY"/>



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### Section 3 – Income from grants, loans and bursaries

Name of the grant, loan or bursary	Amount

Do you have a student loan available that you have not taken?	
If 'yes' how much is available?	

**We need to see the award letter for your grant, loan or bursary.**

**This must show the different elements or allowances, e.g. higher education grant, parent's learning allowance, that make up the total amount you are paid.**

### Declaration

I declare that the information given on this form is true and complete to the best of my knowledge and belief.

Signed:
Date:

***Please return this form to Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS***



## Privacy Notice

### How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

### Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.

