

Housing Benefit and Council Tax Benefit for students

**CARLISLE
CITY COUNCIL**



www.carlisle.gov.uk

Useful contacts

Get in touch with us by writing to:

Revenues & Benefits Services
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG.

Fax: **01228 817266**

E-mail: **hben@carlisle.gov.uk**

Or you can phone us on one of the following numbers.

- Benefit queries: **01228 817201**
- Council Tax queries: **01228 817200**

If you prefer you can call into the Civic Centre to speak to someone.

Our Customer Contact Centre on the ground floor of the Civic Centre is open from:

- 9am to 5pm, Monday to Thursday;
- 9am to 4pm on Fridays.

You can get independent advice on Housing Benefit and Council Tax Benefit from the following:

Citizens Advice
Old Post Office Court
Devonshire Street
Carlisle
CA3 8LE
Phone: **01228 633900**

Benefits Advice Centre
Civic Centre
Carlisle
CA3 8QG
E-mail: **bac@carlisle.gov.uk**

Please phone **01228 625250** between 1pm and 3pm on Mondays to arrange an appointment.

Please ring **01228 817400** between 2pm and 4pm on Thursdays for advice over the phone.

Can students claim Housing Benefit and Council Tax Benefit?

Most full-time students cannot claim Housing Benefit. The Government expects them to use other money such as their grant or student loan.

The regulations relating to Housing Benefit and Council Tax Benefit state that a student is 'a person who is attending a course of study at an educational establishment'.

Which students can claim Housing Benefit and Council Tax Benefit?

You might be able to claim if you:

- are a part-time student;
- are a student who is responsible for a child or young person (as part of a couple or on your own);
- are a single foster parent;
- are 60 or over;
- receive Income Support or income-based Jobseeker's Allowance;
- meet the conditions for the Disability Premium or Severe Disability Premium (these are allowances we use to work out benefit for people who meet certain conditions);
- have been certified unable to work for 28 weeks;
- qualify for a disabled student's allowance because you are deaf;
- are under 19 and not in higher education;
- have a partner who is not a student (they need to claim, not you); or
- have to interrupt your course, with the approval of the college or university, due to illness or caring responsibilities.

If you're not sure whether you can claim, you can always phone us for help and advice. (See page 2 of this leaflet for our contact details).

Can students from abroad claim Housing Benefit?

If you come from outside Europe, you will probably not be able to claim any Housing Benefit, even if you qualify from the list above.

It depends on the conditions under which you came into this country.

If you are a student from outside Europe, you will need to provide us with information about your immigration status.

If you are a student from within Europe, you can only claim Housing Benefit if you fall into one of the categories from the list above.

Can student nurses claim Housing Benefit?

Students funded by the National Health Service can claim Housing Benefit under the same rules that apply to other students.

If you're not sure, please phone for us for help and advice. (See page 2 of this leaflet for our contact details).

Can students who rent property from a university or college claim Housing Benefit?

Yes, if you fall into one of the groups of students who can claim Housing Benefit, you can claim if you live in a property owned by the university or college you go to.

For example, if you live in a hall of residence or a flat that the university or college owns and rents out to you, you can claim Housing Benefit.

You can also claim if you stay on in that accommodation after your course has ended.

You may also qualify if the university or college rents accommodation on a temporary basis from a council, housing association or private landlord and you are listed in one of the categories of students who can claim Housing Benefit.

Please get in touch with us to confirm if your rented property is eligible. (See page 2 of this leaflet for our contact details.)

I have to maintain two homes – one at college and one at home. Can I claim Housing Benefit?

You may be able to claim Housing Benefit but it depends on your circumstances. Please phone us for advice. (See page 2 of this leaflet for our contact details.)

If I am a student who can claim Housing Benefit, how much will I get?

This will depend on your income.

We work out your income based on the full amount of student loan available to you, even if you don't actually receive it at all. We ignore the first £10 a week of this money.

Students who get a bursary for nursing or midwifery diploma courses cannot apply for a student loan. We consider the bursary amount in the benefit calculation.

For non-diploma nursing students, we take into account any grant and the full amount of loan income in the same way that we do for other students.

The rules for working out Housing Benefit for students are complicated. If you have any questions, you can contact us for advice. (See page 2 of this leaflet for our contact details.)

How do I claim Housing Benefit or Council Tax Benefit?

Fill in one of our claim forms. You can get one from us. (See page 2 of this leaflet for our contact details.)

What proof do I need to give you?

As well as your completed claim form, we need the following items to assess your claim:

- a copy of your financial assessment for your loan/grant, including any refusal notices;
- proof of all other income and savings;
- full details of your course, including term dates and which year you are in;
- proof of your rent; and
- proof of your identity and National Insurance number.

The application form tells you what we need. If we need more information we will contact you.

I live in a property with other students. Will we have to pay Council Tax?

If you are a full-time student, you don't normally have to pay Council Tax.

If you are a part-time student, you will normally have to pay Council Tax.

If you live in a property that only students live in, you can claim an exemption from Council Tax.

To do this, everyone in the property must provide their student certificates to the Council Tax office.

If the Council Tax office does not get certificates for everyone in the property, they will issue a Council Tax bill.

I live in a hall of residence, will I have to pay Council Tax?

No, you don't normally have to pay Council Tax, however, if you are a part-time student you may have to pay.

Halls of residence are normally exempt from Council Tax.

I share my accommodation with other people who are not all students. Will I have to pay Council Tax?

Yes, you might have to pay Council Tax.

The rules about who is responsible for Council Tax are complicated where full-time students and non-students share accommodation.

If you're a student living with other people who are not students, you will be jointly liable for the Council Tax bill with all the other people in the household.

The non-students in the household may be able to claim benefits based on their income.

You can only claim Council Tax Benefit if you fall into one of the groups of students who can claim benefit. See the section 'Which students can claim Housing Benefit and Council Tax Benefit?' on page 3 of this leaflet.

I'm a student from abroad and my partner is living with me. Do we have to pay Council Tax?

You may or may not have to pay Council Tax.

You may be able to claim a full exemption from Council Tax.

To qualify for this exemption, your partner must be prevented from working or claiming benefits in this country.

The Council Tax office will want to see your student certificate and both passports.

If you're not sure, contact us for help. (See page 2 of this leaflet for our contact details.)

What can I do if I don't agree with your decision?

If you don't agree with our decision you can ask us to look at it again. Our letters about our decision tell you what your rights are.

You could also pick up our leaflet 'If you think the decision about your Housing or Council Tax Benefit is wrong' which gives you more detailed information.

Where can I get help?

You can always phone us for help and advice. (See page 2 of this leaflet for our contact details.)

Or, you can contact Citizens Advice or the Benefits Advice Centre. (See page 2 of this leaflet for details.)

What if I want to comment on your service?

We would like to know what you think about this leaflet or about the service we provide to you. If you have any comments, please contact us. (Our contact details are on page 2 of this leaflet.)

The following leaflets are available to give you information about Housing Benefit and Council Tax Benefit.

- Discretionary Housing Payments – help you can get to top up your Housing Benefit and Council Tax Benefit
- Housing Benefit and Council Tax Benefit – can your claim be backdated?
- A guide to Housing Benefit and Council Tax Benefit for landlords
- Changes you need to tell us about if you are claiming Housing Benefit or Council Tax Benefit
- What happens when you have been paid too much Housing Benefit and Council Tax Benefit
- How to claim Housing Benefit and Council Tax Benefit Council Tax Benefit
- Council Tax Benefit
- A guide to Housing Benefit
- Housing Benefit and Council Tax Benefit for people who work
- Housing Benefit and Council Tax Benefit for people who are away from home
- How other people in your home affect your Housing Benefit or Council Tax Benefit

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