

Council Tax Discount - Students



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Please read the information overleaf before completing this form.

You should complete this application form in respect of any persons who you consider should be disregarded in the assessment of council tax discounts, because they are students. If there is more than one student in the property, a separate form must be completed in respect of each. **NB Please remember to enclose a student certificate.**

Name of Taxpayer(s)

Address of Property

Number of Adults living in the property.

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Person to be disregarded			
Title	Forename	Surname	Date of Birth

Name of Educational Establishment:			
Name of Course:			
Course Start Date:	/ /	Course End Date or Expected End Date:	/ /
Hours of daytime attendance per week excluding meal breaks and unsupervised study.		hours	

Declaration			
I confirm that the information given on this form is accurate to the best of my knowledge and belief. The Council must protect the public funds it handles so it may use the information you have provided on this form to prevent and detect fraud. It may also share this information for the same purposes with other organisations which handle public funds.			
Name:		Signature:	
Date:	/ /	Daytime Telephone Number:	

STUDENTS

The effect of disregarding certain adults as a student may be to reduce the council tax bill.

Example - 3 Adults residing in a property

(i) one person in disregarded category	100% charge as there are still 2 adults to be counted.
(ii) two persons in disregarded category	75% charge as only one adult is to be counted.
(iii) three persons in disregarded category	Full exemption granted as solely occupied by students.

Below are the answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

Q. What are the conditions under which a student may be disregarded?

A. The person must be either:

(i) attending a full-time course of further or higher education at a University, College or other educational establishment. The course must be of at least one year's duration and involve at least 21 hours attendance per week for at least 24 weeks in the year; **OR**

(ii) under 20 years of age and attending a course which lasts more than 3 calendar months and involves at least 12 hours attendance per week between 8.00 am and 5.30 pm. The course must not be undertaken by correspondence, or in consequence of the person's job nor must it be a course of higher education.

Q. What happens during vacations?

A. The person will continue to be disregarded throughout the whole period of their course, which includes vacations between terms.

Q. How do I apply?

A. Complete the form overleaf and return it, **together with a Student Certificate for the student completed by the Certification Officer at their college.** (The Certification Officer is likely to be the person who is responsible for the enrolment of the students at the establishment. He/she will supply a certificate, on request, verifying the course being undertaken and the period of attendance).

Q. For how long will the discount be allowed?

A. For as long as there are less than two adults in the property who are not disregarded. **If there is a change in your circumstances you must notify us at the address shown overleaf.** Failure to do so may result in a penalty being imposed.

DATA PROTECTION ACT 1998

The information you provide on this form will be used to determine if you are eligible for a discount for your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

If you have any other queries about discount or would like any more information about Council Tax, please contact the office at the address/telephone number shown overleaf.