

## Application for Council Tax Student discount / exemption

Property Reference	<input type="text"/>	Council tax Account reference	<input type="text"/>
Full name of applicant	<input type="text"/>		
Home address	<input type="text"/>		
	<div>Post code:</div> <input type="text"/>		
Contact telephone number	<input type="text"/>		
Email address	<input type="text"/>		
How many people aged 18 or over (including yourself) live in the household?	<input type="text"/>		
What date did your tenancy start?	<input type="text"/>		
What date did you move in?	<input type="text"/>		
Is the property let furnished	Yes <input type="text"/>	No	<input type="text"/>
What date does the tenancy end?	<input type="text"/>		
What is the name and address of your landlord?	<input type="text"/>		
	<div>Post code:</div> <input type="text"/>		
What is your landlord's telephone number?	<input type="text"/>		
How many students live in the household?	<input type="text"/>		

Full name of student	Date of birth	Name and address of educational establishment and course being undertaken	Further or Higher education?	Course start and end dates
				Start -
				End -
				Start -
				End -
				Start -
				End -
				Start -
				End -
				Start -
				End -
				Start -
				End -

### Declaration and signature

- I/We declare that all the information that I have provided on this claim form is true and complete.
- I/We will notify the Council immediately if any of the information supplied on this form changes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

# **Application for Council Tax Student discount / exemption**

## **Guidance notes**

### **Who can apply?**

If you are or have a student aged 18 years or over who is resident in the household, you may be entitled to a discount. If the property is wholly occupied by students, the property will be exempt from council tax.

Someone qualifies as a student if he or she is:

- On a full-time course of higher education i.e. undertaking a university or college course which lasts for at least an academic year, takes at least 24 weeks a year and involves at least 21 hours of study per week during term-time;
- On a qualifying course of further education i.e. under 20 years old, following a course which lasts more than three months and at least 12 hours per week for any qualification up to A level, ONC or OND standard. (Correspondence courses, evening classes, or courses taken up with a person's job, such as day release, are not included);
- Registered as a foreign language assistant with the Central Bureau for Educational Visits and Exchanges. (Overseas students, including a spouse/dependant who is not a UK Citizen and who is prevented from taking paid employment or from claiming benefits, can qualify in the same way as home students.)

### **How to apply**

If you would like to apply for this discount or an exemption, please complete and return this application form. Please also enclose documentary evidence of student status in the form of a certificate obtained from the Educational Institution. (Please note that your application cannot be considered without this.)

When your form has been received, we will assess it, and if you are successful, we will issue a revised council tax bill.

### **What can you do if you are not given a reduction?**

If, after consideration of your application, we decide that you are not eligible for a discount or an exemption, and you disagree with this decision, you should write to us within 28 days of the notice of the decision, giving your reasons why.

We have 2 months in which to decide on your appeal. If you still disagree, or we have not acted within the 2-month period, you will be able to appeal to a Valuation Tribunal.

You should continue to pay your original bill whilst your appeal is outstanding. Failure to make payment may result in reminder notices or a summons being issued for non-payment.

### **What to do if your circumstances change?**

You should let us know immediately, in writing, of any changes that could affect this discount or exemption.