



Property Reference Number

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Account No.

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COUNCIL TAX DISCOUNT STUDENTS APPLICATION TO BE DISREGARDED

Please read the information provided before completing this form

You should complete this application in respect of any person who you consider should be disregarded, in the assessment of Council Tax discounts, because they are a student.

NB PLEASE REMEMBER TO ENCLOSE A STUDENT CERTIFICATE (see information provided)

Name of Taxpayer	
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Address of Property

	Postcode

Contact Telephone Number

Email Address

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Total number of adults resident in the property

Person to be disregarded

Full Name	
Date of Birth	
Name of Educational Establishment	
Date course started	
Date course ended or expected to end	
Name of Course	
Hours of daytime attendance per week (excluding meal breaks and unsupervised study)	

If there is insufficient space to list all relevant persons here, please use a separate sheet of paper giving all of the information required

DECLARATION

I declare that the information given above is, to the best my knowledge, true and accurate.

Signed		Date	
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STUDENTS

The full Council Tax bill assumes that there are two adults residing in a dwelling. However, for Council Tax purposes, certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the Council Tax bill by 25% or 50%.

EXAMPLE based on 4 adults residing in a property

- | | |
|---|---|
| (1) One person in disregarded category | 100% charge as there are still more than two adults to be counted |
| (2) Two persons in disregarded category | 100% charge as there are still two adults to be counted |
| (3) Three persons in disregarded category | 75% charge as only one adult is to be counted |
| (4) Four persons in disregarded category | No charge as there are no adults to be counted |

Below are 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:

(1) 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 years duration and involve at least 21 hours attendance per week for at least 24 weeks in the year.

OR (2) 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 8.00am and 5.30pm. 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 each person completed by the Certification Officer at their college.** (The Certification Officer is likely to be the person who is responsible for the enrolment of students at the establishment. He or 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. As long as there are less than two adults in a property who are not disregarded. If there is any change in circumstances then you must notify us at the address overleaf – failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from 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 further queries or need help completing this form, please do not hesitate to contact the Council.

This document can be made available in large print, Braille, tape format or in other languages upon request

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