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Date of issue.....

**APPLICATION FOR A DISCOUNT/EXEMPTION FROM COUNCIL TAX FOR STUDENTS**

A person is disregarded for the purposes of council tax if they are a student. If a dwelling is wholly occupied by students the property may be exempt from council tax.

To claim for this discount or exemption please complete this form and return it to the address shown above together with **a certificate from the educational establishment** at which you are undertaking your course of study.

Applicants Name .....

Property Address .....

I wish to claim personal exemption/discount from council tax in respect of the above address on the grounds that I am a student undertaking: (please see notes overleaf and tick as appropriate).

- A full time course of education with a prescribed educational establishment.
- A qualifying course of education with a prescribed educational establishment.
- A student nurse.
- A placement as a foreign language assistant.

**Name and Address of the educational establishment**

.....  
.....

**DATES OF COURSE**      START..... END .....

HOW MANY ADULTS (INCLUDING YOURSELF) RESIDE AT THE PROPERTY?

ARE THERE ANY NON STUDENTS RESIDENT AT THE PROPERTY

YES / NO

HAVE YOU PROVIDED A STUDENT CERTIFICATE?  
(this form will not be processed until one is provided)

YES / NO

Please note that the Council is required to take reasonable steps to verify that a person meets the criteria for qualifying for this reduction. This means that we may contact you to request that you provide further information.

**DECLARATION**

I declare that the information given on this form is correct and complete to the best of my knowledge and I claim any discount due to me. I understand that I am obliged to inform the Council of any change to the details given on this form. I also understand that if I deliberately give false information I may be liable to prosecution.

**SIGNED:**..... **DATE:**.....

**NAME (please print)** ..... **TELEPHONE No.** .....

**E-MAIL ADDRESS**.....

## **NOTES**

### **You are a student if you are:**

- undertaking a university or college course, or distance learning with a designated establishment in the UK or within the European Union, 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; or
- under the age of 20 and studying for 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 in connection with a person's job, such as on day-release, are not included.

Student nurses studying academic courses at universities courses, are classed as students for council tax purposes.

You will not be counted if you are a student nurse on a course leading to registration on any of Parts 1 to 6 or 8 of the nursing register. Only student nurses studying for their first inclusion on the Register are not counted. Nurses who are already on the Register but are taking further courses are counted.

Foreign language assistants registered with the Central Bureau for Educational Visits and Exchanges are also treated as students.

### **A full time course of education is one:**

- which lasts for at least one academic year of the educational establishment concerned or, in the case of an establishment which does not have academic years, for at least one calendar year.
- which persons undertaking it are normally required by the educational establishment concerned to undertake (whether at the premises of the establishment or otherwise) for periods of at least 24 weeks in each academic or calendar year during which it lasts.
- the nature of which is such that a person undertaking it would normally require to undertake periods of study, tuition or work experience which together in each academic or calendar year to an average of at least 21 hours a week during the periods of attendance mentioned in the above paragraph in the year. N.B. if the total of all the periods of work experience exceed the total of all the periods of study or tuition the course will not be treated as a full time course of education.

### **A qualifying course of education is one:**

- which lasts for at least 3 calendar months.
- which is not a course of higher education.
- which is not principally a correspondence course.
- which is not undertaken in consequence of an office or employment held by the person.
- that the hours of the course are normally between 8.00 am and 5.30 pm.

N.B. in order to be considered as a student the claimant must be:

- under the age of 20
- undertaking the course (or courses) for an average of 12 hours per week.

### **A prescribed educational establishment is:**

- a university (including a constituent college, school or other institution of a university);
- a central institution or college of education in Scotland;
- a college of education in Northern Ireland;
- a polytechnic or any other higher education institution funded by the Polytechnics and Colleges Funding Council;
- a theological college;
- any other institution in England or Wales established solely or mainly for the purpose of providing courses of further or higher education;
- any other institution in Scotland or Northern Ireland established solely or mainly for the purposes of providing courses of further education.

### **Further Information**

In addition to the student certificate, the Council may request information including any of the following- copy of confirmation of acceptance on course

- enrolment details;
- key details of course (duration, hours, syllabus etc);
- confirmation of payment for course - this may be an invoice;
- contact name and details of the institute course administrator to whom the local authority can seek further information.