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## Application for Council Tax Discount - Students

Please read the notes on the other side, before completing this form.

Date of issue:

**N.B. REMEMBER TO ENCLOSE A CERTIFICATE FOR EACH PERSON**

<b>Property Reference Number</b> (this is shown on your Council Tax Bill):	
<b>Name of Taxpayer:</b>	
<b>Address of Property:</b>	
<b>Total Number of Adults Resident in the Property:</b>	
<b>PERSON TO BE DISREGARDED</b>	
<b>Full Name:</b>	<b>Date of Birth:</b>
<b>Name and Address of Educational Establishment:</b>	<b>Name of Course:</b>
	<b>Date Course Started:</b>
	<b>Date Course Ends:</b>
<b>Hours of daytime attendance per week:</b> (excluding meal breaks and unsupervised study)	

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### DECLARATION

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

SIGNED:

DATE:

## Discount for Students

The full Council Tax bill assumes that there are 2 adults living in a property. However, for Council Tax purposes, certain people will not be counted when looking at the number of adults. This may mean that the bill is reduced by 25%. Properties occupied **only** by students are exempt.

Below are answers to some questions about who should be discounted, under this category.

### 1. **What are the conditions under which a Student is discounted?**

They must be either: -

- a) Attending a full time course of further or higher education at a University, College or other educational establishment. The course must last for at least 1 year and involve at least 21 hours attendance per week for at least 24 weeks in the year; or
- b) 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 p.m. The course must not be undertaken by correspondence, or because of the person's job, nor must it be a course of higher education.

### 2. **What happens during the holidays?**

The discount will apply for the whole period of the course, including the holidays.

### 3. **How do I apply?**

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 enrolment of students at the establishment. He/she will supply a certificate, on request, verifying the course being undertaken and the period of attendance).

### 4. **For how long will the discount be allowed?**

While you continue to be a Student and the number of adults in the property stays the same. If your circumstances change you must tell us about it straight away, or you may have to pay a penalty.

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## DATA PROTECTION ACT 1998

Information on this form may be recorded on computers and is subject to the provisions of the Data Protection Act 1998. Although you do not need give this information, if you do not do so it will be assumed that no discount is applicable. 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.