

Letter Template - Student Exemption Application

COUNCIL TAX FORMHEADER

Application for discount or exemption on the grounds of being a full time student

If you pay Council Tax for a dwelling and one of the residents is a student you may be eligible for a reduction in the amount payable or an exemption if the property is occupied by students only. Please read the explanatory note overleaf and if you think you are entitled to a discount or exemption complete this form and return it to the above address without delay. Your application will then be considered and you will be notified of the decision as soon as possible.

A. Council Tax Details

1. Full name of payer: _____

2. Address of property: _____

3. Please list all persons aged 18 or over living in the property **AND** their legal interest e.g. sole owner, joint owner, sole tenant, joint tenant, none (son/daughter etc)
 - a) _____

 - b) _____

 - c) _____

 - d) _____

PLEASE NOTE : Unless you are a student at Northumbria University, a certificate to verify that you are a full time student must be supplied with this form. You will be able to obtain the required certificate from your place of education on request.

B. Details of person for whom disregard application is being made (to be completed by the student)

1. Full name: _____ Date of birth: _____

Please tick the appropriate box

- (a) I am under 20 years of age and am undertaking a qualifying course of education
- (b) I am undertaking a full time course of education
- (c) I am a Foreign Language Assistant registered with the Central Bureau for educational visits and exchanges
- (d) I am a student nurse undertaking a course which would lead to registration under the Nurses, Midwives and Health visitor act

2. (a) Name and address of school, college or university _____

(b) Full title of course for which enrolled _____

(c) Course reference number _____

(d) Date course began _____ Date course is due to end _____

Declaration

I declare that the information given by me on this form is correct to the best of my knowledge and belief. I understand that failure to supply or giving false information is an offence for which a penalty may be imposed. I also understand that I must inform the Council Tax Section as soon as there is any change in the information.

Signature _____

Date _____

Telephone _____

E.mail _____

You must notify the Council immediately if there is a change in your circumstances, which may affect this information.

Data Protection Act

For information: In line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their duties.

EXPLANATORY NOTE

The basic Council Tax bill for any dwelling is made up of a 50% property charge and a 50% charge for adult residents on the assumption that there are 2 adults living at the property. Therefore, where there is no one living at a property, there will be a discount of 50% and where there is only 1 resident a 25% discount will apply. If there are 2 or more residents there will be no reduction.

When counting the number of residents for Council Tax purposes, a discount may apply. A person will be disregarded if he or she is a full time student. Please note that where there are at least two residents in addition to any disregarded persons, no discount will be granted. Where all residents of a dwelling are students, the property will be exempt from Council Tax and there will be no charge to pay.

Students

A student means a person who is:

- (a) A Foreign Language Assistant registered with the Central Bureau for Educational Visits and Exchanges; or
- (b) Undertaking a 'qualifying course of education' (see definition below); or
- (c) Undertaking a 'full time course of education' (see definition below).

Student Nurses

Student nurses studying academic courses at universities or polytechnics, who are undertaking a course which would lead to registration under the Nurses, Midwives and Health visitor act, will be considered as students for Council Tax purposes.

A student nurse on a course leading to registration on any of Parts 1 to 6, 8, 10 or 11 of the nursing Register will be disregarded.

Nurses who are already on the Register but are taking further courses will not be disregarded.

Qualifying Courses of Education

A person is to be regarded as undertaking a qualifying course of education on a particular day only if on that day:

- (a) He or she is under the age of 20;
- (b) He or she is not undertaking a course of full time education, and
- (c) The relevant number of hours per week for that course, or where he or she is undertaking 2 or more qualifying courses with the same establishment, the aggregate of the relevant number of hours per week, exceeds 12.
- (d) A qualifying course of education means a course:
 - (i) Which subsists for more than 3 calendar months.
 - (ii) Which is not a course of higher education (see definition below).
 - (iii) With respect to which tuition is principally received otherwise than through correspondence.
 - (iv) Which is not undertaken in consequence of an office or employment held by the person in question, and
 - (v) With respect to which the relevant activities are (insofar as they are normally carried out under the courses at particular times) normally so carried out principally between 8.00 am and 5.30 pm.

Higher Education

Courses of Higher Education include:

- (a) Courses for the further training of teachers or youth and community workers
- (b) Post-graduate courses (including higher degree courses);
- (c) First degree courses;
- (d) Courses for the Diploma of Higher Education;
- (e) Courses for the Higher National Diploma or Higher National Certificate of the Business and Technician Education Council, or the Diploma in Management Studies;
- (f) Courses for the Certificate in Education;
- (g) Courses in preparation for a professional examination at higher level;
- (h) Courses providing education at a higher level (whether or not in preparation for an examination).

Full Time Courses of Education

A person is to be regarded as undertaking a full time course of education on a particular day if:

- (a) On the day he or she is enrolled for the purpose of attending such a course, with a prescribed educational establishment, and
- (b) The day falls within the relevant period for that course.
- (c) A full time course of education is one:
 - (i) Which subsists for at least one academic year of the educational establishment concerned or, in the case of an educational establishment which does not have academic years, for at least one calendar year;
 - (ii) Which persons undertaking it are normally required by the educational establishment concerned to attend (whether at premises of the establishment or otherwise) for periods of at least 24 weeks in academic or calendar year (as the case may be) during which it subsists;
 - (iii) 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 amount in each

such academic or calendar year to an average of at least 21 hours a week during the periods of attendance mentioned in paragraph (ii) above in the year;

- (iv) A course is not to be classified as full time, if the periods of work experience exceeds the periods of tuition or study for the duration of the course.

If you are a Council Taxpayer and wish to apply for a discount on the grounds that one or more of the residents is a student or student nurse, or if you wish to apply for a discount on the grounds that all residents are students, please complete the enclosed application form and return it to the The Revenues Team at the address shown.