

COUNCIL TAX

STUDENT DISCOUNT/EXEMPTION APPLICATION

This form must be printed out, completed and SIGNED for a discount to be awarded. It must then be posted to the address at the bottom of this page. Please see Guidance Notes overleaf.

COUNCIL TAX REFERENCE _____

NAME OF TAXPAYER _____

ADDRESS _____

NUMBER OF ADULTS (OVER 18) RESIDENT IN PROPERTY _____

How many of the adults in the property are Students? Please indicate below

Full Time Student	___	Student Nurse	___	Complete Section A
School/College Leaver	___	Still in receipt of Child Benefit	___	Complete Section B

SECTION A* Persons to be disregarded

Full Name		
Date of Birth		
Name and address of Educational Establishment		
Student Registration No		
Course Start Date		
Course End Date (or expected date)		
Name of course		
Hours of study		

SECTION B** (Child Benefit/School/College Leavers only)

Full Name		
Date of Birth		
Name & address of educational establishment		
Date leaving/left		
Child Benefit No		

* An original or a verified copy of your Student Certificate is also required

** Confirmation of your Child Benefit Entitlement is also required

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

Signed _____ Date _____

Return this form to: Exchequer Services, PO Box 304, Ashton-under-Lyne, Tameside, OL6 0GA

Please note that a penalty may be imposed if you knowingly supply information which is false

GUIDANCE NOTES

Full Time Students

Full-time course attending further or higher education at a prescribed educational establishment
One years duration or more
at least 21 hours study per week, and
at least 24 weeks attendance in the year
not by correspondence, evening classes or day release

Under 20 years old

Course lasts more than 3 calendar months and exceeds 12 hours per week
Not by correspondence course/evening classes
not in consequence with persons' job

Foreign Language Student

Must be registered as foreign language assistants with the British Council. (Proof of registration must be supplied)

If you are employed or being sponsored by your employer to attend a course you may not be entitled to claim a discount.

STUDENT NURSES

Must be undertaking a course which when successfully completed would lead to registration under the Nurses Midwives and Health Visitors Act 1979 and first inclusion on the register

STILL IN RECEIPT OF CHILD BENEFIT

If aged 18 or over and you still qualify for Child Benefit, please supply the allowance number on your Child Benefit payment book

SCHOOL LEAVERS

If Aged 18 or over and leaving school after 30th April and before 1st November. Please give date of leaving school and if has intention to return to further or higher education. Please state educational establishment going to attend.

If any of the above criteria applies please complete the application form overleaf using a separate sheet of paper if necessary.

CHANGES IN CIRCUMSTANCES

You must immediately notify Exchequer Services of any changes in circumstance that may affect your application;

Examples;

Student Course ends
Child Benefit ceases
Another adult joins the household

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

CONTACT NOTES

If you have any other queries about discounts or would like any more information, please contact;

Exchequer Services
PO Box 304
Ashton-under-Lyne
Tameside
OL6 0GA

or telephone your area help line shown on your Council Tax Bill