

Application for a saving on the council tax because a student lives in your property

About you and your property

1 Please tell us your name

2 Please tell us your address

.....
.....

About the person who is a student

3 Please tell us their full name

4 Please tell us their date of birth

5 If the student is aged under 19, is
Child benefit still paid for them?

- Yes** – if yes please provide proof of this (for example, a copy
of your benefit book or award letter)
 No

6 Please confirm where the student lives

.....
.....

a) Please confirm if this address is provided by the college/university

About their course

7 Please tell us where they are studying:

.....

8 Please tell us the name of their course:

9 Please tell us when the course:

starts:

and

finishes:

10 Is the course full time?

Yes

No

11 Please tell us how many hours per week they are required to
undertake periods of study and/or tuition

11a If the course includes any period of work experience please tell us:

when this will be

and how long it will be for

You must also send us a copy of their student certificate for the current academic year
(if at college or university)

About your property

12 How many people aged 18 or more live at the address given in question 2

I understand that:

- if I have given information that is incorrect or incomplete, you may take action against me. This could be a financial penalty;
- you may check some of the information with other sources within the council and other councils; and
- you may give this information to other government organisations, if the law allows this.

I declare that the information I have given on this form is correct and complete.

Signed:

Date:

Full Name:

Tel.No

 optional

We are required by law to make sure that any discounts or exemptions awarded are correct. If you are awarded a saving on your bill you may be asked to provide a student certificate during each academic year of study

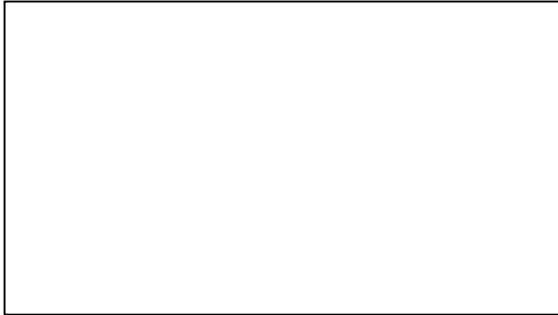
date:

our reference:

ask for: Council Tax Billing Section

email: counciltax@sholland.gov.uk

PO Box 8
Priory Road
Spalding PE11 2XQ



Explanatory Notes about the Council Tax and Students

Full-time students living on their own or, in accommodation where all other adult occupants are also full-time students will be exempt from paying Council Tax.

Full time students living in accommodation with other adults who are not students, may qualify, in some circumstances, for a 25% discount on the council tax bill.

To be treated as student for council tax purposes a person must be either:

- **enrolled on a full-time course of education at a prescribed educational establishment**
(**full-time course:** lasts for at least one academic year **OR** where the educational establishment does not have academic years the course must be for at least one calendar year. The student must **attend** the course for periods of at least **24 weeks in the year** and required to undertake periods of **study and/or tuition** for at least **21 hours per week** during the periods of attendance)
- **aged under 20 undertaking a qualifying course of education**
(**qualifying course:** lasts for at least **3 calendar months** and is not a course of higher education. The student must spend at least **12 hours per week** on relevant activities of the course. Evening classes and correspondence courses **DO NOT** count.)
- **a foreign language assistant**
(**MUST be appointed** as a foreign language assistant at a school or other educational establishment anywhere in Great Britain, **provided** they are **registered** as a foreign language assistant with the **Central Bureau for Educational Visits and Exchanges**)

If you receive a saving on your bill because a student lives in your property **you are required by law** to inform us if you cease to be entitled to that saving. (We can charge a penalty of £50 to anyone who fails to tell us about a relevant change in circumstances). Examples of changes that will affect your bill are:

- the student withdraws from their course
- the student changes from a full-time to a part-time course
- the student changes to a shorter course
- there is a change in the number of occupiers at your property

Please complete the form overleaf if you want to apply for a saving on your bill

If you need any help or advice please telephone us on **01775 761161** and ask for the Council Tax Billing Section

(Jan2005)