

# 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](mailto: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 financial penalty 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)