

Council Tax Discount Claim Form

APPLICATION FOR PERSONAL DISREGARD - STUDENTS

Please read the attached notes carefully before completing the form. Please write in ink and use BLOCK CAPITALS.

ADDRESS

REFERENCE _____

HOUSEHOLD DETAILS:

PLEASE STATE THE NUMBER OF PEOPLE WHO ARE AGED 18 OR OVER AND RESIDENT IN YOUR HOUSEHOLD IN ADDITION TO YOURSELF _____

DETAILS RELATING TO THE STUDENT(S)

Name	Start Date	Finish Date
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_____	_____	_____
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_____	_____	_____
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Name of Education Establishment

No of hours study per week _____ No of weeks study per year _____

Qualification _____

PLEASE PROVIDE A STUDENT CERTIFICATE DECLARATION

I understand that the Council may wish to check the information I have given. I will tell the Council immediately about changes in the status of the property I understand that under the Local Government Finance Act 1992, anyone giving false information could be prosecuted or face imposition of penalties. As far as I know the information I have given is true and accurate.

SIGNATURE _____ DATE _____

NAME (BLOCK CAPITALS)

RELATIONSHIP TO APPLICANT

Council Tax Discount Claim Form

APPLICATION FOR PERSONAL DISREGARD – STUDENT COUNCIL TAX DISCOUNT FOR STUDENTS - STUDENT CERTIFICATE

I would be grateful if you could complete the Student Certificate to confirm to this office whether or not in your opinion the person named below could be classed as a qualifying person in order to claim a student discount disregard in respect of Council Tax.

Name of Student _____

Address _____

Name of Education Establishment _____

Course Start Date _____ **Course Finish Date** _____

Please Tick One: Full Time Student* _____ **Part Time Student** _____

Qualification _____

No of weeks in work placement per academic year _____

Students are disregarded for discount purposes if they meet any of the following criteria:-

Students are classified as persons undertaking a full time Course of Education, (at a University, College of Higher Education or College of Further Education).

***A full time course is defined as a course which subsists for at least one academic year and the person must attend for at least 24 weeks and undertake periods of study of not less than 21 hours per week.**

The hours of study in college must be more than the hours spent in work placement.
Foreign language assistants who are registered with the Central Bureau for Educational Visits and Exchanges and are appointed as foreign language assistants at a school or other educational establishments are regarded as Students.

DECLARATION - THIS PART TO BE SIGNED BY THE COLLEGE/UNIVERSITY REPRESENTATIVE

I understand that under the Local Government Finance Act 1992, anyone giving false information could be prosecuted or face imposition of penalties. As far as I know the information I have given is true and accurate.

Signed _____ **Dated** _____

Capacity in which signed _____

COLLEGE/UNIVERSITY STAMP:

ADDITIONAL NOTES

Students are disregarded for discount purposes if they meet any of the following criteria:-

Students are classified as persons undertaking a full time Course of Education, (at a University, College of Higher Education or College of Further Education). A full time course is defined as a course which subsists for at least one academic year and the person must attend for at least 24 weeks and undertake periods of study of not less than 21 hours per week.

Foreign language assistants who are registered with the Central Bureau for Educational Visits and Exchanges and are appointed as foreign language assistants at a school or other educational establishments are regarded as Students.

