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**Council Tax Discount Application - School Leavers** 13

Your postal address:	Address of property if different to postal address:
	Council Tax Account Number (if known):

You have indicated that there is someone who normally lives in your home who should not be counted for Council Tax purposes. For a discount to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Office.

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount.

**Please read the attached guidance notes before you fill in the rest of this form.**

2. Does the person meet the Conditions in Section 11 Of the Discount Booklet? Yes   
No

3. If yes, please give the following details:

Name and Address of School/College:	
Student's Full Name	Date of Birth:
Course Name:	Course Start Date:
	Course End Date:

4. I declare that the information I have given is correct to the best of my knowledge.

Name:	Signature:	Date:
Daytime contact number:		

The information you give will only be used for the purposes of revenues & Benefits administration. The Council Tax Office may need to check the information given.

***You must tell the Council Tax section of all changes which may affect your right to a discount.***

**Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.  
Email: revben@richmond.gov.uk**

## Your Council Tax bill

Council Tax is based on 2 or more people aged 18 or over living in your home. If you are the only person living in your home, we can reduce your bill by a quarter. If nobody lives in your home, we may be able to reduce your bill.

Some people are not counted as living in your home when we work out your Council Tax bill. These people are **disregarded**. So even if there are two or more people living in your home, if some or all of you are disregarded we may be able to reduce your bill.

## How to apply for a discount

*People are not automatically disregarded.*

If you think that somebody in your home should be disregarded, please contact us for an application form. You will need to fill in a separate application form for each person.

If you qualify for a discount we will send you an amended bill. If we cannot reduce your bill we will write to you telling you why we have not been able to do so.

*Disregard type 13*

## **School or college leavers**

We do not count school or college leavers for the time between the end of their course and the following 1 November as long as they are:

- under 20 years old; **and**
- have finished a qualifying course of education between 30 April and 1 November.

If they reach 20 before 1 November the discount will stop.

A qualifying course of further education (such as 'A' level, ONC or OND Standard) is:

- at least 3 months long; **and**
- involves at least 12 hours instruction, tuition and supervised study per week; **and**
- is not a correspondence course; **and**
- is not undertaken as part of their job; **and**
- is not an evening class

If everyone who lives in your home has just left school or college, you may not need to pay anything. There is more information in the Exemption information leaflet. You can get a copy from any of our offices.