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**Council Tax Discount Application - Students** 4

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.

**2. STUDENTS ON A FULL TIME COURSE OF FURTHER/ HIGHER EDUCATION INCLUDING PROJECT 2000 NURSES (PRE REGISTRATION UNDERGRADUATE COURSES)**

Please obtain a Student Certificate from the student's college confirming that the student meets all the conditions described in the enclosed information sheet.

(If you have already sent in a certificate to the Council you only need to sign and return this form confirming that the details remain the same.)

**3. STUDENTS UNDER 20 UNDERTAKING A QUALIFYING COURSE**

Please give the following information:

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 telephone 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.**

## 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 4*

#### **Full-time students or certain partners or dependants of students**

We do not count full time students as living in your home if they are

##### **either**

- at a University, Polytechnic or College doing a full-time course which:
  - is at least one year long, and
  - requires them to attend at least 24 weeks per year; and
  - requires them to study an average of 21 hours per week throughout the 24 week period.

##### **or**

- under 20 years old, **and**:
- doing a course of **further** education such as 'A' level, ONC or OND standard which:
  - is at least 3 months long, **and**
  - involves at least 12 hours instruction, tuition, and/or supervised study per week, **and**
  - it is not a correspondence course
  - is not taken as a consequence of their job; **and**
  - is not an evening class

**Certain partners or dependants** of students are:

- not British Citizens; **and**
- cannot by the terms of their entry into this country work for money or claim benefits.

During the holidays we will still disregard a student in their term time address as long as they still have the right to live there, and they have lived there or they intend to live there as their term-time address.

However we will not disregard someone during the holidays if they have finished one course and they intend to enrol on a different course after the vacation.

If everyone who lives in your home is a student, 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.

*Also see Discount type 5 Other Students*