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Properties that are student Halls of Residence M

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

I have been notified that the above property may be exempt from Council Tax. For an exemption to be considered you must complete, sign and return this form to the Council Tax Office.

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

1. Is there anyone living in the above property ?	Yes	No	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
If YES , how many people aged 18 or over, live there?,	<input style="width: 100px; height: 20px;" type="text"/>		
and when did they move in?	day	month	year
If No, when did the property become empty?	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2. Is the property being held for occupation by students as a Hall of Residence?	Yes	No	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	

If **YES**, please enclose an official letter confirming this.

3. Please provide an address, other than the property, at which you may be contacted, if not above

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.**

Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

How to apply for an exemption

Exemptions are not given automatically.

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

Exemption type M

Student halls of residence

Any home is exempt when:

- it is provided mainly for students to live in; **and either**
- it is owned or managed by an educational institution or charity; *or*
- an educational institution can nominate students to live in all of the accommodation.

The student or students must be in one of the following groups:

Group 1

Under the age of 20 and undertaking a course of further education which:

- is at least 3 months long; **and**
- is not a correspondence course or evening class; **and**
- involves at least 12 hours instruction, tuition or supervised study per week; **and**
- is not undertaken in connection with a job.

Group 2

Attending a University, Polytechnic or College and undertaking a full-time education course which:

- is at least one year long; **and**
- requires the student to attend at least 24 weeks a year; **and**
- requires the student to study at least an average of 21 hours per week throughout the 24 week period. For students who are doing teacher training, time spent doing teaching practice is counted as hours of study

Group 3

Foreign language assistants who are:

- registered with The Central Bureau of Educational Visits & Exchange; **and**
- working as a foreign language assistant at a school or other educational institution in Great Britain.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example if someone who is not a student or moves in.