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**Council Tax Exemption Application - people who are the spouse/dependant of
a student** N(4)

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

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. If anyone living in your home meets the conditions the attached guidance notes please supply the following details.

- a) The name of the student's spouse or dependant. _____
- b) Is the person a British citizen YES/NO
- c) Is the person prevented by the terms of their entry into the United Kingdom from taking paid employment or from claiming benefits? YES/NO
- d) Please state the person's relationship to the student? _____
- e) What is the name of the student? _____
- f) Does the student live at the same address?
If no, please give their address

3. Please supply proof of the terms under which the spouse or dependant was allowed to enter this country. E.g. a letter from the Home Office. Please ensure any Home Office reference numbers are included as we may need to check the details with the Home Office.

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.

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 N

Properties that are lived in only by students, or certain partners or dependants, or school leavers.

A home is exempt when it is lived in entirely by one or more students, certain partners or dependants, or school leavers, either as their permanent home or as their term-time home.

School leavers must be under the age of 20 and have finished a qualifying or full time course of education between 30 April and 1 November. We will count them as school leavers until 1 November following the end of their course. If they reach the age of 20 before 1 November we will count them as school leavers up until their birthday.

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.

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.

A home will also be exempt when it is left empty during the vacations as long as it is intended that only students, or their non British dependants, or school leavers will live in it next term.

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