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Properties Occupied Solely By Students N

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.

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

1. Is the property solely occupied by students as described in the attached guidance notes?

Yes	No

If **YES**, please give the number of student(s) in the property
and the date they moved in.

	day		month		year
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If **NO**, please provide the number of people who are not students living
In the property aged 18 or over
and the date they moved in.

	day		month		year
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For each student in the property you must provide one of the following :

(a) Students under 20 who are undertaking a course of further education as described in "Group 1" of the attached notes.

- Students name
- Date of birth
- Course name
- Course start date
- Course end date
- Name and address
Of school / college

(b) Full Time Students (including Project 2000 nurses)

Please obtain a student certificate confirming the conditions as described in "Group 2" of the attached guidance notes and return it with this form. If you have already sent in a certificate to the Council you only need sign and return this form confirming that the details remain the same.

Properties Occupied Solely By Students (continued) N

(c) Foreign Language Assistants

See "Group 3" of the attached guidance notes

Please enclose with this form a headed letter from the school/college confirming the following:

▪ Assistants Name	
▪ Name and Address of school/college	
▪ Date appointment starts	
▪ Date appointment ends	

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.