

COUNCIL TAX – SCHOOL LEAVERS DISREGARD

Please fill in this form and return it to:

Rother District Council, Post Handling Service, PO Box 7081,

Manchester, M28 8LE Telephone: (01424) 787000

E-mail: revenuesandbenefits@rother.gov.uk

Web: www.rother.gov.uk/counciltax



Your name and address: E-mail:	Council Tax account number:
	Address this form relates to (if different):

Please read the information over the page before you fill in your application

Your daytime telephone number

The name of the school leaver

Date of birth

Name and address of school/college attended

Course

Date of leaving school/college

Full names of all persons over 18 residing in the property

Your signature Date

Any changes in circumstances should be notified to the council within 21 days.

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When is a discount possible?

Council Tax is normally charged on the assumption that two or more people aged 18 or over live in a property.

If there is only one adult living there, they can apply for a single person's discount of 25%. However, if anyone aged 18 or over is a school leaver and without them there is only one adult living in the property, you may apply for the same 25% discount.

Who is a school leaver?

A school leaver is defined as someone who:

- is under 20 years old; **and**
- who has left school/college between 1st May and 31st October in any year, after undertaking a qualifying course of education.

A qualifying course of education is:

- one which lasts for more than three calendar months;
- one in which tuition is principally received otherwise than through correspondence;
- one which is not undertaken by the person in question in consequence of an office or employment **or**,
- one in which the relevant activities are normally carried out between 8.00am and 5.30 pm.

The school leaver will be disregarded until 1st November in that year.

What happens if I qualify?

We will send you an adjusted bill showing the appropriate reduction within 10 working days of receipt of your documents.

This information can be made available in large print, Braille, audio/CD or in another language upon request.

Please telephone: 01424 787000 or

Email: revenuesandbenefits@rother.gov.uk

Data Protection Act – How we collect and use the information you give us.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.