

COUNCIL TAX – STUDENT 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

Student discounts will only be awarded if student certificates are enclosed.



Council Tax account number:

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

Your daytime telephone number

The name(s) of the student(s)

Name of the college/university attended

Date the course started

Date the course ends

Full names of all persons over 18 residing in the property:

Please attach the student certificate(s) issued by the college/university/training establishment for each student. Please see overleaf for further details.

We will not accept enrolment letters or general correspondence.

Your signature

Date

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

COUNCIL TAX – STUDENT DISREGARD APPLICATION

When is an exemption possible?

If only students live in the property, it may be exempt. This means that no-one has to pay Council Tax for that property.

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 student and without them there is only one adult living in the property, you may apply for the same 25% discount.

Who is a student?

- A full time student is defined as someone studying for more than 21 hours a week and more than 24 weeks a year. The course must be higher or further education and last for at least one academic or calendar year.
- A qualifying student is defined as someone under the age of 20, studying for more than three months and at least 12 hours a week, for any qualification up to A-level, Ordinary National Certificate or Ordinary National Diploma standard.
- Please note: Courses in connection with a person's job are not included.

If you qualify under one of the above categories the registry at your college or university will give you a student certificate. You must send this with the application.

What if a student certificate is not available?

Please supply a bespoke headed letter from the educational establishment detailing:

- The full name of the student
- A statement certifying that the person is following/ has followed a course of education as a full time student.
- The date the person became a student and the date the course is expected to end.

What happens if I qualify?

We will send you an adjusted bill showing the appropriate reduction.

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.