

SUPPLEMENTARY NOTES

STUDENT NURSES

If the student is a student nurse, they will only qualify if the course leads to registration on any of parts 1, to 6, or 8, 10 or 11 of the register maintained under section 10 of the Nurses, Midwives and Health Visitors Act 1979, as a first inclusion on that register. Please provide a letter or certificate confirming this is applicable.

STUDENTS WHO ARE UNDER 19 AND STILL IN RECEIPT OF CHILD BENEFIT

In addition to the student certificate or confirmation letter from the school, please provide evidence that child benefit is still being paid e.g. a copy of your book or a letter confirming the credits to the bank account.

STUDENTS WHO ARE UNDER 20 BUT NOT IN RECEIPT OF CHILD BENEFIT

Undertaking a course of further education and under 20. Please provide a letter from your school or college confirming attendance and the following:-

- Start and end dates of course
- Title of course and qualification being studied for
- Number of hours study/tuition required to attend the establishment per week
- Full name of student
- Date of birth of student
- Term-time address

STUDENTS WHO ARE OVER 20

Undertaking a higher education course

Please provide a certificate from your college or university confirming attendance and the following:-

- Start and end dates of course
- Title of course and qualification being studied for
- Number of hours required to attend the establishment per week
- Full name of student
- Date of birth of student
- Term-time address

PHD STUDENTS

Due to the nature of this course, each application is dealt with on its own merit. In addition to the student certificate you are required to submit, please also provide the following:

- Proof that fees have been paid in full.
- A copy of the contract with the educational establishment which confirms the agreed end date of the course.
- If your course is extended please provide a letter from the educational establishment to confirm that you are still registered as a student.

ACCA STUDENTS

Due to the nature of this course, In addition to the student certificate you are required to submit with this application, after each exam taken, please also provide the following:

- A copy of your exam results.
- Confirmation of the duration of the course, hours of study/tuition and syllabus for the current year.

General Note: The term 'full time' on a certificate is not accepted for any type of student.

The minimum hours of study/tuition must be specified.

OVER 18 YEARS OLD AND A NON BRITISH CITIZEN PARTNERS, OR DEPENDENTS OF QUALIFYING STUDENTS

In respect of the above, to be considered for a council tax disregard you will need to provide one of the following:

- A copy of your visa showing the condition in which you have been allowed entry to the UK. This should show whether or not you are able to work in the UK or whether or not you have recourse to public funds.
- A copy of the letter from the Home Office to confirm whether or not you are able to work in the UK.

FOREIGN LANGUAGE ASSISTANTS

Proof of registration with the British Council will be required.

WHAT IS NOT COUNTED AS A STUDENT

The following do not fit the Council Tax regulations to qualify as a student:-

- Someone who is studying either an evening course or part time course.
- Job related training where the course is being taken as a consequence of the person's employment.

WORK EXPERIENCE

Work experience can be done and the person still counted as a student e.g. part of a sandwich course, but the hours of study and tuition must be greater than the time spent on work experience when the course is taken as a whole. The exclusion to this is teacher training courses, where the course is treated as full time regardless of the work experience element providing it meets the normal per week hourly conditions.

STUDENT HOUSEHOLD

If you are claiming that all occupiers are qualifying students in addition to the above applicable evidence, a copy of the current tenancy agreement must be provided.

Any information provided will be used for purposes of billing, collection and recovery of Council Tax and for the Council to carry out and perform its statutory duties. It may also be shared with internal departments and external partners for this purpose and may be used for the prevention and detection of crime. We will not give information about you to anyone else, unless the law allows us to.

Important Note

Please check that your educational establishment/place of study is listed on the Home Office and British Council websites (see below) or other reputable accrediting agencies website, such as ASIC or BAC. If not, please provide the following:

- Your course accreditation details
- The awarding body for your course

www.ukba.homeoffice.gov.uk

www.britishcouncil.org

We aim to reply to 90% of other queries, including moves, discounts and exemptions, within 15 days once all required documentation has been received and the remaining 10% within 25 days. Please note that we apply the same time limits to emails and web forms as we do to letters or visits to the counter as we appreciate not everyone has internet access.