

**Council Tax Discount & Exemption Application Form - Students**

**A student application should be made for your term-time address only.**

**Please read the supplementary notes before completing this form and make sure you have all the evidence/information you need before you return it to the council. If you do not provide the evidence requested in the supplementary notes, your application may not be assessed.**

**Making an application for a discount or exemption is not grounds for non payment of council tax. Payment must continue to be made in accordance with the bill already issued until you have received confirmation that the request has been granted.**

**No discounts or exemptions will be granted retrospectively, except in exceptional circumstances.**

To help the council work out the correct Council Tax bill for this property, I would be grateful if you would answer these questions.

1. How many people over 18 live here?

2. Please give names of all occupiers

<b>Name</b>	<b>Term-Time Address</b>	<b>Student yes or no</b>	<b>Date of Birth</b>
A)			
B)			

<b>Name</b>	<b>Term-Time Address</b>	<b>Student yes or no</b>	<b>Date of Birth</b>
C)			
D)			

3. What are the course details for each student?

<b>Name &amp; address of college</b>	<b>Course title</b>
A)	
B)	

Name & address of college	Course title
C)	
D)	

#### 4. Periods and duration of study

Start date	End date	Details of Syllabus ( provide a copy)
A)		
B)		

Start date	End date	Details of Syllabus ( provide a copy)
C)		
D)		

### **Additional Information**

5. Are you a student nurse?

YES/NO

If yes, please refer to the supplementary notes and provide evidence as requested.

If no, please proceed to question 6

6. Is anyone in your home over the age of 18 and a non British Citizen, who is partner to, or dependant on a student making an application on this form?

YES/NO

If yes, please go to question 7

If no, please go to question 8

7. Please provide the name(s) of the students partner(s) and/or dependents and supply a copy of their passport confirming their visa status or letter from Home Office confirming status.

Name of partner or dependant	Relationship to student

8. Does any of your course require you to do work experience? YES/NO

If yes, please advise:-

a) How much time is spent on work experience?

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b) Is your course being undertaken as part of your employment? YES/NO

9. If you are renting your home, please supply the following information.

A) Tenancy Agreement

B) Name of landlord:

C) Address of landlord:

D) Landlords contact telephone:


**Please complete check list and sign and return this form to the Council Tax Office.**

- ☐ Have you read the supplementary notes?
- ☐ Have you supplied a student certificate from your educational establishment?
- ☐ Have you listed all occupants over 18 years of age – including non students?

**PHD Students**

- ☐ Have you supplied the contract from your university?
- ☐ Proof of fees paid?

**ACCA students**

- ☐ Have you supplied your exam results?
- ☐

**DECLARATION**

**By signing this form, I declare the following:**

**That the information on this form is correct and complete to the best of my knowledge and belief. I understand that it is a criminal offence to make a statement or representation that I know to be incorrect or to provide documentation that is false or fail to disclose information to the authority where the law requires it, after this form is complete. If I do so I may be prosecuted.**

**If a discount or exemption no longer applies, I will notify the council within 21 days of this occurring.**

**I understand that this authority is under a duty to protect the public funds it administers and to this end may verify the information I have provided on this form with other internal departments, government agencies, local authorities and private sector organisations for the purpose of billing, collection and recovery of Council Tax and for the prevention and detection of fraud. It may also share this information with these agencies and other bodies responsible for auditing or administering public funds for these purposes.**

**Signature:**


**Date:**

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**Full Name:**

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**Email Address:**

**Student A**

**Signed:**

**Date:**

**Student B**

**Signed:**

**Date:**

**Student C**

**Signed:**

**Date:**

**Student D**

**Signed:**

**Date:**

It would be helpful if you would give your telephone number, in case we need to ask for more information.

**Name of contact point:**

**Telephone number:**

**Email address:**

If you have any questions you may find the answer at [www.harrow.gov.uk/ctax](http://www.harrow.gov.uk/ctax) or sign up to MyHarrow Account, <https://myharrowaccount.harrow.gov.uk> .

Thank you.

**If all student certificate and other documentary evidence is not provided with your completed form, your request will not be processed until this is received.**

To submit this form and any evidence please go to [www.harrow.gov.uk/evidenceform](http://www.harrow.gov.uk/evidenceform)

We aim to reply to all queries, including moves and reductions within 50 days, once all required documentation has been received. If we are required to carry out an inspection to verify your claim for a discount or an exemption, it will not be possible to meet the above standards.

You can now find out what's happening with your applications, changes or requests for council tax:-

If you have a council tax account number by using MyHarrow Account you will be able to view:

1. The current status of your application
2. The documents we have sent you

Once you have logged into your [MyHarrow Account](#) all you need to do is:

➤ Select or Add the [account details](#) you want to track.

Select 'status updates'

## **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 by the educational establishment per week
- \_ Full name of student
- \_ Date of birth of student
- \_ Term-time address

### **Students Who Are Over 20**

Undertaking a course of higher education

Please provide a certificate from your 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 by the educational 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 supply 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 provide the following:

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

**General Note:** The term 'full time' on a certificate is not accepted for any type of student. The minimum numbers of hours of study 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, 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 website (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](http://www.ukba.homeoffice.gov.uk)

<http://www.britishcouncil.org/erasmus>