

Council Tax Discount for School & College Leavers

Name:	
Address:	
Account reference number (if known):	

Please read the evidence required before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

- 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
- if documentary evidence is not provided with your completed form, your request will not be processed until this is received.

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) What is the name of the person who has recently left school or college?

3) What is their date of birth?

Date of birth	
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Please sign and return this form to the Council Tax Office.

Thank you.

DECLARATION

By signing this form I declare the following:

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 administrating public funds for these purposes.

Signature:	
Full name:	
Date:	

It would help if you could supply daytime contact details in case we need further information.

Email address:	
Telephone number:	
Contact address:	

To submit your application you will need to:

1. Scan the completed form and relevant documents using either a scanner or taking a picture of it using your mobile phone.
2. Send the scanned/pictured image to your computer eg by email or text
3. Answer all the questions and then attach the image at www.harrow.gov.uk/evidenceform

EVIDENCE REQUIRED

Proof of when the student left school or college.