

## Council Tax – Claim for Discount/Exemption Students in Further or Higher Education

The amount of Council Tax payable is based on the assumption that there are two, or more, adults living in each property. A discount of 25% will apply where there is only one resident or where ALL the other adult residents fall into certain categories. One of these categories is based upon students in further or higher education. NB\* Where all residents qualify for certain disregards, a full exemption may apply. **See overleaf for definitions of student.**

If you feel any members of your household are students please print out, complete and return the form to **Freepost RBSANDWELL**

### The Property:

**Account Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Number of adults (18 or over) living at the property?** \_\_\_\_\_

**Number of residents who are students?** \_\_\_\_\_

### Student Details:

Students Name	Students Date of Birth	Contact Address If Different To Above (including telephone no/Email address)

If more than 3 students in the property please provide details on a separate piece of paper and attach.

### The Following Items Will Be Accepted As Evidence Of Your Student Status. At Least One Of These Items Must Accompany The Completed Form:

- 1) A certificate provided by the Certification Officer at your College/University. (Enrolment forms are not sufficient proof of student status).
- 2) A letter, from the educational establishment, confirming the nature of the course, the amount of study expected and the duration of your course.

(Please note that if an original document is sent in, this will not be returned unless requested)

**No reduction in your Council Tax will be granted until evidence is produced for inspection**

### DECLARATION - which must be completed by, or on behalf of, the liable resident

I declare that the information given above is true and accurate to the best of my knowledge and belief. I undertake to notify the Revenues and Benefits Service of any change in circumstances, which could affect my entitlement to a Council Tax discount. I understand that a minimum £70 penalty can be imposed if any information supplied is found to be inaccurate.

Full Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Students – General Information**

Students in full time higher education and students under 20, undertaking a qualifying course of further education are disregarded for the purpose of Council Tax, providing their courses fulfil certain prescribed conditions. These conditions are described below: -

### **Students in full time education**

1. Must be enrolled with a prescribed educational establishment for the purpose of undertaking a full time course of education.
2. A full time course is one, which lasts for one academic year of the establishment or for one calendar year where the establishment does not have academic years.
3. The student must be enrolled on a course for a minimum of 24 weeks in each academic or calendar year, and must undertake periods of study, tuition or work experience which together average 21 hours per week.
4. Work experience is work undertaken as part of the curriculum of the course at the students place of employment, where he is providing services under his contract of employment, or at a place where a trade, business, profession or other occupation, which is relevant to the subject matter of the course, is carried on and he is there for the purpose of gaining experience.
5. A course will not be treated as full time if the aggregate time spent on work experience exceeds the aggregate of time spent in studying or tuition.

### **Students Under the age of 20**

1. A person shall be regarded as undertaking a qualifying course of education if he/she is under 20 years of age and the total hours spent in study exceeds 12 hours per week. (An apprentice or youth training scheme trainee does not qualify under these regulations). The course must run for more than 3 months.

### **Distance Learning**

From 13<sup>th</sup> May 2011, the regulations have been extended to incorporate distance learning/home study scholars.

### **Students studying in the E.U.**

From 13<sup>th</sup> May 2011, regulations have been extended to incorporate students studying outside the U.K. within the E.U.

### **Foreign Language Assistants**

Persons registered with the British Council may also qualify for student disregard, so long as confirmation is obtained.

### **Non-British Students**

Where a non-British student meets the criteria to be disregarded, their Spouse (not unmarried partner) and/or dependents may also be disregarded if they are a 'Non-British Citizen'. In order to qualify, they must be prevented by their entry visa from taking paid employment or claiming benefits whilst in the U.K.

### **Students – Liability for Council Tax**

Students are excepted from joint & several liability.

For Council Tax purposes, joint & several liability is defined as:

- Persons who share the same legal responsibility in a property.
- Persons who are married or live together as partners.

This means that students cannot be held responsible for Council Tax where another non-student is considered as jointly liable.

**Please Note:** Where there is a legitimate reason to do so information which is collected for the administration of Council Tax may be shared with other departments within Sandwell Council.