

Council Tax Application for Student Exemption or Discount



EXPLANATORY NOTE

To qualify as a student, for Council Tax purposes, you must either be:

- someone undertaking a specified course at a college or university in the UK or other EU state for 21 hours or more per week for at least 24 weeks; or
- someone under 20 studying for a qualification up to A Level, Higher, SHNC, NVQ/SVQ level 3 or equivalent via a course or courses for at least 12 hours a week for at least 3 months; please note that the course may not be taken as a result of your employment, may not be a correspondence course and may not be an evening class; or
- a foreign language assistant; or
- a student nurse studying an academic course at university or college

A property is exempt from Council Tax where all adult residents of the household are students, or a combination of students, local authority care leavers, recent school leavers or those affected by a severe mental impairment. Students are also disregarded from the calculation of the number of adult residents of a household for Council Tax discount purposes.

TO APPLY FOR A COUNCIL TAX DISCOUNT OR EXEMPTION THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH EVIDENCE OF YOUR ATTENDANCE ON THE STATED COURSE

PLEASE NOTE THAT A SEPARATE FORM IS REQUIRED FOR EACH STUDENT

If you require any further information, please visit www.pkc.gov.uk/counciltax , email localtaxes@pkc.gov.uk or contact us on (01738) 477430, option 1.

Section A – your details;

Name	
Contact telephone number	
Email address	
Property Reference Number	
Account Number	
Property Address	
Correspondence/contact Address (if different from above)	

Section B – about the people you live with

Including you, how many people aged 17 or older currently reside in the property detailed in section A

For each person please confirm their details below;

Name	Relationship to You (i.e. joint tenant, spouse, partner, family member etc.)	Date of Birth (if under 18)
Is anyone listed above your spouse or a dependant who is not a British Citizen?		

Section C – about the course you are undertaking

Name and Address of University or College	
Name of the Course you are Studying	
Start Date of Course	
End Date of Course	
Does the course require you to study for at least 24 weeks per year and 21 hours per week?	

Section D – declaration

- ✓ I confirm that I meet the criteria to be considered as a student for Council Tax purposes
- ✓ I certify that the information supplied is accurate.
- ✓ I understand that to deliberately provide false information for monetary advantage is a criminal offence and that legal action may be taken should false information be given.
- ✓ I agree to inform Perth & Kinross Council immediately regarding any change which may affect entitlement to this relief (e.g. change of tenancy, change to household composition, abandonment or change of course etc.)

Name	Signature	Date

DATA PROTECTION NOTICE: The information provided by you will be used by Perth & Kinross Council for the billing and collection of local taxes and the recovery of unpaid debts due to the Council. The information may be shared with third party agents employed by Perth & Kinross Council to recover unpaid debts and those organisations with legal right of access e.g. HMRC. This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for those purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.