

COUNCIL TAX DISREGARD APPLICATION FORM – FULL TIME STUDENT

A full time course of education is defined as one which continues for at least one academic or calendar year, where the person undertaking it is normally required to undertake on average, 21 hours of study, tuition or work experience, for at least 24 weeks in that year. Please note that with the exception of the initial training of teachers in schools, periods of work experience should not exceed periods of study/tuition for the course as a whole.

You should also enclose a certificate from the College/University confirming the person's student status. An acceptance notice to attend the College/University is not acceptable.

The student certificate should contain the following information:

- The full name of the person engaged in the full time course education
- The start and end dates of their course
- Confirmation that it is a full time course of education

In addition to the discount, the property could be fully exempt from Council Tax if all the occupiers are students (full time students, or further education students aged 18 or 19), or the only other occupiers are the non-British spouse or non-British dependant of one of the students (whose entry into this country prevents them from taking paid employment or claiming benefits).

If you think this exemption might apply, please contact the Council Tax office with details.

Should the circumstances of the person studying or the number of adult persons in the household change after you have completed the form, you must notify the Council Tax office within 21 days of the change. In the meantime, if you have any queries, please contact the revenues department.

Don't forget to enclose the letter or certificate from the college or university

Information will only be used by Horsham District Council and its employees in accordance with the Data Protection Act 1998. Horsham District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

COUNCIL TAX APPLICATION FOR DISREGARD FOR DISCOUNT PURPOSES FULL TIME STUDENT

SECTION 1 – DETAILS OF FULL TIME STUDENT	
Council Tax Account Reference Number	
First Name	
Last Name	
Date of Birth (if under 20)	
Term-time Address	
Home Address (if different from above)	

SECTION 2 – DETAILS OF EDUCATIONAL ESTABLISHMENT	
Name & Address of College or University	
Telephone Number	
Period spent studying (whether at college or otherwise) (number of years, number of weeks each year and number of hours each week)	
Period spent on work experience (number of years, number of weeks each year and number of hours each week)	
Full Course (Title/Qualification)	
Course Start Date	
Course End Date	

SECTION 3 – HOUSEHOLD DETAILS	
Number of people aged 18 or over who have the property to which this form is addressed as their main home addressed (including any people to be disregarded)	
Number of people aged 16 or 17 who have the property to which this form is addressed as their main home	

DECLARATION

I declare that the information I have given on this form is complete and accurate to the best of my knowledge. **REMEMBER, providing false information may lead to prosecution.**

Full Name (BLOCK CAPITALS)	
Signature	
Date	
Telephone*	
Email*	

*Not obligatory but may help in case of a query.

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