



# Application for Council Tax Discount/Exemption (Full Time Student)

Account Number:

Property Reference:

If you need any help completing this form, please phone the Council Tax Office on **01205 314200**  
Please:

- Read the guidance notes carefully before completing the form.
- Use **BLACK CAPITAL LETTERS**.

This form is to claim a discount or exemption because there is a student living in your property. This form should be completed and signed by the liable person for the property. If there is more than one student living in the property, please complete a separate form for each student.

## Section 1: About you and your property

Name of applicant:

Your address:

How many people aged 18 and over live in the property?

## Section 2: About the person who is a student

Please tell us their full name:

Please tell us their date of birth:

Date they moved into the property:

## Section 3: About their course

Please tell us where they are studying:

Please tell us the full name of their course and course reference:

Please tell us the qualification which will be gained on completion:

*Continued overleaf*

Please tell us the exact date when the course starts:  and finishes:

Is the course full time? ..... Yes  No

Is the course a day release course or a night school course? ..... Yes  No

Is the course a correspondence course? ..... Yes  No

Please tell us how many hours per week they are required to attend university/college:

Please tell us the average number of hours per week of home study required as part of the course:

If the course includes any period of work experience please tell us:

When this will be?  and how long will it be for?

**CHECKLIST: To complete your application, please also provide the following evidence. If you do not supply this information we will be unable to process your application.**

Student Status Certificate issued by the college or university

Your change in circumstances may mean that we have to create a new Council Tax account.

If you currently pay by Direct Debit and would like this to continue, please tick this box:

## Declaration

I declare that the information given overleaf is correct to the best of my knowledge.

Signed:  Date:   
Full name:  Daytime telephone no:   
Email:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

**WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.**

*Continued overleaf*

## Guidance Notes for Students

The basic Council Tax bill for any property is made up of a 50% property charge and a 50% charge based on the assumption that there are 2 adults over the age of 18 who live in the property. Therefore, when there is no one living at a property, there will be a discount of 50% and where there is only 1 resident in the property a 25% discount will apply. If there are 2 or more residents there will be no reduction.

When counting the number of residents, certain types of persons are not counted (disregarded) and a discount may apply. A person will be disregarded if he or she is a full time student but note that where there are at least 2 residents in addition to the student, no discount will be given. Where all the residents of a property are full time students, the property will be exempt from Council Tax and there will be no charge to pay, but this exemption has to be applied for.

To be treated as a student for Council Tax purposes a person must be in one of the following groups:

Group 1 - Aged under 20 and studying a course of further education which:

- Is at least 3 months long and
- The tuition and study is normally carried out between 8.00am and 5.30pm and
- Is not a correspondence course or evening class and
- Requires attendance of at least 12 hours per week for tuition, instruction or supervised study and
- Is not a day release course from work.

Group 2 - Attending a University, College or other Prescribed Education Establishment and studying a full time course which:

- Lasts for an academic year (or a calendar year if the college does not have academic years) and
- Requires the student to attend for at least 24 weeks of a year and
- Requires the student to study/receive tuition for at least an average of 21 hours per week during those 24 weeks.

Group 1 students are usually 6th form students or college students studying for 'A' Levels, or other further education courses which are equal to or above 'A' Level standard (but are not a course of higher education). Courses can be combined to meet the 12 hours of study per week rule.

Group 2 students are usually students attending degree courses at Universities or Teacher Training colleges but can include many other types of further and higher courses of education. However, courses cannot be combined to meet the 21 hours of study per week rule.

Please contact the Council Tax office on 01205 314200 if you wish to discuss whether a resident in your property may qualify as a student for Council Tax purposes.

If you receive a saving on your bill because a student lives in your property you are required by law to inform us of a relevant change in circumstances. Examples of changes that will affect your bill are:

- The student withdraws from their course
- The student changes from a full-time course to a part-time course
- The student changes to a shorter course
- The number of people living in your property changes
- A person living at the property reaches the age of 18.

**If you are not sure if a change of circumstance affects your Council Tax, please always ring the Council Tax Office on 01205 314200 to check.**

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, Boston Borough Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.boston.gov.uk/privacy](http://www.boston.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.

