

Council Tax: Discount Application
Student in Full Time Education (including Project 2000 Nurses)

If you are a full-time student, attending a prescribed Educational Establishment, then you may qualify for a reduction in your Council Tax. In order that we may be able to assess this can you supply the following information.

1. Full names of all adult occupants (please use block capitals)

- Mr/Mrs/Miss
- Mr/Mrs/Miss
- Mr/Mrs/Miss
- Mr/Mrs/Miss
- Mr/Mrs/Miss

Please indicate which of the persons named are students by placing a tick in the box alongside their name.

2. Council Tax reference number

This form should be returned to the Council Offices at the address shown above.

This department must receive a Student Certificate in the prescribed format, as supplied by the Administration Section of the Educational Establishment attended, for each student before any reduction can be granted.

Some universities/colleges are not prescribed educational establishments and will not qualify.

Enrolment letters are not acceptable.

DECLARATION

I declare that the details stated in this application are true and accurate to the best of my knowledge and belief.

Name (block capitals)

Address

.....

Signature Date

Please see over for further details on definitions of students.

Guidance Notes

The term 'student' covers:

- i. Any person who is attending a full-time course of education at a prescribed educational establishment;
- ii. A person under the age of 20 undertaking a qualifying course of education as defined in paragraph of schedule 1 to the order;
- iii. A foreign language assistant as defined in paragraph 2 of Schedule to the Order.

Definition of a Full-time Course of Education is one:

- A) which subsists for at least one academic year of the educational establishment concerned or, in the case of an educational establishment which do not have academic years, for at least one calendar year,
- B) which persons undertaking it are normally required by the educational establishment concerned to attend (whether at premises of the establishment or otherwise) for periods of at least 24 weeks in each academic or calendar year (as the case may be) during which it subsists, and
- C) the nature of which is such that a person undertaking it would normally require to undertake periods of study, tuition or work experience which together amount in each such academic or calendar year to an average of at least 21 hours a week during periods of attendance in paragraph (B) above in the year.

The correct format for a student certificate must include:

- the name and address of the prescribed educational establishment issuing the certificate;
- the full name of the person (the student) to whom it is issued;
- the student's date of birth (if known to the institution)
- a statement certifying that the person is (or has) followed a course education as a student;
- the date the person became a student and the date when that person's course is expected to end (or has ended).
- A statement certifying that the person is a full time student as per the criteria listed above.

This authority is under a duty to protect funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. [Find information about data processing at our privacy notices page.](#)