



Please ask for Council Tax Office

Reference No.

Date of Issue:

**COUNCIL TAX**  
**STATUS DISCOUNT / EXEMPTION APPLICATION**

**STUDENT**

Before you fill in this application form, please read the EXPLANATORY NOTES enclosed, then fill in the form and return it in the postage paid envelope provided. PLEASE COMPLETE IN BLACK INK IN BLOCK CAPITALS.

**PART I**

**APPLICANT'S NAME**

Title	Forenames	Surname	Date of Birth **
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**IS THIS PERSON:**

(Please tick)

- A FULL TIME STUDENT IN HIGHER EDUCATION
- A FULL TIME STUDENT IN FURTHER EDUCATION
- A FOREIGN LANGUAGE ASSISTANT

**NAME AND ADDRESS OF SCHOOL / COLLEGE / UNIVERSITY**

<input type="text"/>
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**DETAILS OF COURSE / TRAINING BEING UNDERTAKEN**

COURSE/TRAINING	START DATE	END DATE	TOTAL WEEKLY COURSE HOURS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*\* Not required if 20 years of age or over

## DECLARATION

I HAVE READ THE EXPLANATORY NOTES ATTACHED AND DECLARE THE INFORMATION GIVEN ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERTAKE TO INFORM THE COUNCIL TAX OFFICE IMMEDIATELY WHEN THERE IS A CHANGE IN CIRCUMSTANCES WHICH AFFECTS ANY DISCOUNT OR EXEMPTION GRANTED.

SIGNED

DATE

NAME

TELEPHONE NUMBER

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### PART II

#### CONFIRMATION OF STUDENT STATUS BY EDUCATIONAL ESTABLISHMENT

Please ask your school / college/ university to complete this certificate

#### NAME AND ADDRESS OF EDUCATIONAL ESTABLISHMENT

#### NAME OF STUDENT

#### DATE OF BIRTH

<input type="text"/>	<input type="text"/>
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#### COURSE START DATE

#### COURSE END DATE

<input type="text"/>	<input type="text"/>
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I the undersigned confirm that the person named above is following or has followed a course of education as a student as described in the Council Tax Regulations.

SIGNED:

POSITION:

ESTABLISHMENT STAMP:

**COUNCIL TAX STATUS DISCOUNT APPLICATION**

**STUDENT**

**EXPLANATORY NOTES**

If you or an adult who lives with you is a student you may be entitled to a discount off your Council Tax bill. This is known as a "status discount". The "applicant" is the person who is the student and who may therefore be disregarded from the Council Tax calculation

If every adult in the household is a full time student then there will be no Council Tax to pay on the property because it is classed as being exempt.

The rules which decide whether a status discount/exemption applies are as follows:

**WHAT IS A FULL TIME STUDENT IN HIGHER EDUCATION?**

A person is a full time student in higher education if they are studying for a degree at university or college or polytechnic (includes Project 2000 nursing students) and:

- a) the course lasts for at least one academic year or one calendar year depending on the educational establishment; and
- b) persons are required to attend for periods of at least 24 weeks in the academic or calendar year; and
- c) the person is required to carry out study, tuition or work experience, which amount to 21 hours a week in the academic or calendar year.

Note: If work experience exceeds the amount of time spent studying, then the person **IS NOT** undertaking a full time course of education.

**WHAT IS A FULL TIME STUDENT IN FURTHER EDUCATION?**

A person is a full time student in further education if:

- a) they are under 20 years of age
- b) they are not a full time student in higher education (see above)
- c) the average number of hours for the course(s) exceeds 12 hours a week
- d) the course lasts for more than 3 months
- e) tuition is not by correspondence
- f) the course is not part of an office or employment
- g) tuition, studies, exams, exercises etc. are carried out between 8 am and 5.30 pm
- h) they are not an apprentice or a youth training trainee.

Deene House, New Post Office Square, Corby  
Northants NN17 1GD. Tel: 01536 464000

## **WHAT IS A FOREIGN LANGUAGE ASSISTANT?**

A person is a foreign language assistant if:

- a) they are registered with the Central Bureau for Educational Visits and Exchanges as a foreign language assistant; and
- b) they have been appointed as a foreign language assistant at a school or other educational institution in Great Britain.

## **IMPORTANT**

You must notify the Council Tax Office

- (i) When applicant ceases to be a student
- (ii) If the applicant lives in an all student household, when a non-student adult moves in with him/her.

Failure to do so may result in you having to pay a financial penalty.

## **ANY PERSON WHO GIVES FALSE INFORMATION IN ORDER TO REDUCE THEIR COUNCIL TAX BILL IS COMMITTING A CRIMINAL OFFENCE AND MAY BE PROSECUTED**

You must read the declaration carefully, then sign and date it. In addition it would be helpful if you would provide your telephone number in case a query arises with the application.

## **ANY QUERIES**

Contact the Council Tax Office at Corby Borough Council, Deene House, New Post Office Square, Corby, Northants NN17 1GD or telephone (01536) 464000 and ask for extension 4128, 4129, 4131, 4132 or 3184.