



**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**THE COUNCIL HOUSE, SOUTH STREET,**  
**ATHERSTONE, WARWICKSHIRE, CV9 1DE**

TELEPHONE (01827) 719368 FAX (01827) 719412  
 E-MAIL counciltax@northwarks.gov.uk

## APPLICATION FORM FOR COUNCIL TAX DISCOUNT – STUDENTS

This form constitutes an application under Regulation 14 of the Council Tax (Administration & Enforcement) regulations 1992 (SI 1992 No. 613).

**Please read the guidance notes overleaf and the declaration below then complete and sign the form, if appropriate, and return using the envelope provided, together with a valid student certificate for each person to be disregarded.** You have advised that some or all of the residents of the address below are students. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount or exemption from your Council Tax bill. If the details are verified and discount or exemption is awarded, a revised bill will be issued. In the meantime, bills previously issued must be regarded as correct and due for payment as requested.

<b>Full Property Address :</b>
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How many people aged 18 or over (including yourself) live at the above address?

**Please give details below of anyone you wish to be considered for disregarded status (continue overleaf if necessary):**

Full name & Date of Birth	University / College attended	Course start date	Course end date	Certificate enclosed? YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO

**DECLARATION:**

**I declare that the information given above is correct to the best of my knowledge. I verify that I am the person responsible for the above property and hereby claim any Council Tax discount or exemption available as a result of this application. I undertake to advise the Director of Finance within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive discount or exemption to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.**

**Signed:**

**Date:**

**Full Name:**

**Telephone - Day:**

**Evening:**

**e-mail:**

# COUNCIL TAX DISREGARD GUIDANCE NOTES

## STUDENTS

For Council Tax purposes, the term 'student' includes:

1. foreign language assistants who are registered with the Central Bureau for Educational Visits and Exchanges whilst under a period of appointment as a foreign language assistant at a school or other educational institution in Great Britain,
2. those undertaking a full-time course of education while enrolled for or attending a course:
  - a) which subsists for at least one academic year or one calendar year;
  - b) which persons undertaking it are normally required to attend for periods for at least 24 weeks in each academic or calendar year, and
  - c) the nature of which is such that a person undertaking it would normally be required to undertake periods of study, tuition or work experience which together amount in each academic or calendar year to an average of at least 21 hours a week during the periods of attendance.
3. those aged under 20 who are not undertaking a course of full-time education as described in (2) above but, for more than 12 hours per week are attending a qualifying course of education:
  - a) which subsists for more than 3 calendar months;
  - b) which is not a course of higher education;
  - c) with respect to which tuition is principally received otherwise than through correspondence;
  - d) which is not undertaken as a consequence of an office or employment held by the person in question; and
  - e) with respect to which the relevant activities are normally so carried out principally between 8.00am and 5.30pm.

**PLEASE PROVIDE A CERTIFICATE OF YOUR STUDENT STATUS FROM THE STUDENT RECORDS OFFICE OF YOUR UNIVERSITY OR COLLEGE.**

New Council Tax legislation regarding properties occupied by students and Income Support or Jobseekers Allowance recipients was introduced with effect from 1st April 1997. In effect, this allows Council Tax Benefit to be awarded (on receipt of a successful application) in respect of full Council Tax payable, if a property is occupied solely by students (as defined above), and people in receipt of Income Support or Jobseekers Allowance. For further information on this matter, please telephone North Warwickshire Borough Council on (01827) 719365 and ask for the Benefits office.