



South Somerset District Council

www.southsomerset.gov.uk

PO Box 5421 Yeovil BA20 9GU

Name
Address

Date
Our ref.

Application for Student Discount/Exemption Council Tax Reference Number

A separate application should be made in respect of each person claiming a discount.

We are unable to process your application for a student discount unless this form is accompanied by a student certificate. This certificate can be obtained from the college/university.

Part A - Please tell us about **all** persons in your household aged 18 years and over.

Surname	First name	Title	Date of birth

Please tick the relevant box below if one or more persons listed above are in receipt of an income-related benefit:

Income Support, Pension Credit or an income-based Jobseeker's Allowance

Please tick the relevant box below if the person to be discounted is:

Under 19 for whom Child Benefit is still being paid. *Please complete Part B*

Student nurse. *Please complete Part C.*

Over 18 years and a full-time student. *Please complete Part C.*

Under 20 & undertaking a qualifying course of education. *Please complete Part C*

Part B - Please complete this section if Child Benefit is being paid in respect of the person you consider to be a student.

Details of person under 19 and in receipt of Child Benefit:

Full name	
Date of birth	
Child Benefit allowance number	
Date child benefit will cease if known	
Date person leaves/left school/college	
Is the student going on to further studies?	

Part C - Please complete this section if you are a student nurse *or* a full time student over 18

A student certificate must be enclosed in respect of each person claiming a discount and studying in England or Wales. We are unable to process your application without this. This certificate can be obtained from the college/university. If the educational establishment is outside of England or Wales then please see guidance for details on what you will need to provide.

Full name	
Date of Birth	
Name & address of educational establishment	
Date course started	
Date course ends or expected to end	
Qualification to be gained	
Hours of study each week	
Further/Higher Education (<i>Please state</i>)	
How often do you return home?, i.e. weekends, or school holidays only.	
Please confirm what type of accommodation you reside in during term time, e.g halls of residence	
What is your term time address?	
<i>Only answer the following question if you under 20 & undertaking a part time qualifying course of education.</i>	
What time of day do you attend the course?	
Is this course part of your employment? (<i>day release</i>)	

Please read and retain the explanatory notes for your reference.

Declaration: I declare that the information given above is, to the best of my knowledge, true and accurate.

Signed

Tel. No

Date

Explanatory Notes How discounts work

The full council tax bill assumes that there are two adults living in a property. However, for council tax purposes certain people will not be counted (they will be disregarded) when calculating the number of adults.

The effect of disregarding certain adults may be to reduce the council tax by 25% or 50%. Where a property is occupied solely by full time student(s) it is exempt

Persons 19 years or under and in receipt of Child Benefit

If you have a child aged 18 years and you receive Child Benefit for them then they will be disregarded. They may remain disregarded after entitlement to child benefit ceases, if, they are under 20 and still in full time education up to 30th April. The exemption can then be extended, in certain circumstances, to 31st October of the same year

Student nurses and Students

A student is disregarded if they are either:

(i) Undertaking a full-time course of education with an educational establishment situated in any Member State of the European Union. The course must be of at least one year's duration and involve at least 21 hours of study each week for at least 24 weeks in the academic year. (**Note:** prior to the 13th May 2011 you needed to be attending a course with an educational establishment within the UK)

or

(ii) Under 20 years of age and attending a course which lasts more than 3 calendar months and involves at least 12 hours attendance per week between 8.00 am and 5.30 pm. The course must not be undertaken by correspondence, or in consequence of the person's job, nor must it be a course of higher education.

This disregard may continue until 31st October of the same year provided that they remain under 20 years of age up to that date and finish their course of study after 30th April of that academic year.

Applications where the educational establishment is outside of the UK must provided the following with the application:

- copy of confirmation of acceptance on course
- enrolment details
- confirmation of payment for course - this may be an invoice
- contact name and details of the institute course administrator to whom we can seek further information

Student households where a non-student is resident and receiving an income related benefit maximum Council Tax Benefit can be awarded reducing the Council Tax liability to nil. In these cases a Council Tax Benefit form must be completed which will be issued on receipt of this form.

Any discount will continue for as long as there is only one other person over the age of 18 in the property who is not disregarded.

If any change occurs to your household that affects the number of adults or their entitlement to be disregarded, you have a legal duty to notify the council. This must be done within 21 days of the date of the change. A penalty may be imposed if you fail to do so.

You can upload an image of your reply securely at www.southsomerset.gov.uk/ctaxupload, it can save money and be more convenient.