**COUNCIL TAX**

**DISREGARD FORM - STUDENT**

Charnwood Borough Council, Council Tax Dept.

Southfield Road, Loughborough, Leics. LE11 2TX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Account No: | Property Reference: | Date: | |
|  |  | 02/06/2010 |  |
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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, and return it **to Charnwood Borough Council, Council Tax Dept, Southfield Road, Loughborough, Leics. LE11 2TX**. 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. Please enter each student’s registration number in the box indicated. **If not a student at Loughborough University or Leicester University please also enclose a valid Council Tax Student Certificate**. 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.

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| **Property Address:** **,** **,** **,** **,** . |

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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 needed ):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **University / College attended** | **Course start date** | **Course end date** | **Student registration no.** | **Certificate enclosed?** |
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| **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 Revenues Manager 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.** | | | | |
| **Full Name:** |  | **Date :** | |  |
| **Signed:** |  | **Telephone No.** | **Day** |  |
| **Eve** |  |

**COUNCIL TAX DISREGARD GUIDANCE NOTES**

**STUDENTS**

For Council Tax purposes, the term ‘student’ includes:

1. foreign language assistants who are registered with the British Council 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:
   1. which subsists for at least one academic year or one calendar year;
   2. which persons undertaking it are normally required to attend for periods for at least 24 weeks in each academic or calendar year, and
   3. 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:
   1. which subsists for more than 3 calendar months;
   2. which is not a course of higher education;
   3. with respect to which tuition is principally received otherwise than through correspondence;
   4. which is not undertaken as a consequence of an office or employment held by the person in question; and
   5. 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.**

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 support reduction 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 Charnwood Borough Council on 0845 6091258 and ask for the Council Tax Support office.

**Data Protection**

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.chanwood.gov.uk/privacynotice