



Council Tax Discount & Exemption Application Form - STUDENTS

A student application should be made for your term-time address only.

Please read the supplementary notes before completing this form and make sure you have all the evidence/information you need before you return it to the council. If you do not provide the evidence requested in the supplementary notes, your application may not be assessed.

Making an application for a discount or exemption is not grounds for non payment of council tax. Payment must continue to be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

No discounts or exemptions will be granted retrospectively, except in exceptional circumstances.

1. How many people over 18 live here?

2. Please give names of all occupiers

Name	Term-Time Address	Student yes or no	Date of Birth
A)			
B)			
C)			
D)			

3. What are the course details for each student?

Name & address of college	Course title
A)	

B)	
C)	
D)	

4. Periods and duration of study

Start date	End date	Details of Syllabus (provide a copy)
A)		
B)		
C)		
D)		

ADDITIONAL INFORMATION

5. Are you a student nurse?

YES/NO

If yes, please refer to the supplementary notes and provide evidence as requested.

If no, please proceed to question 6

6. Is anyone in your home over the age of 18 and a non British Citizen, who is partner to, or dependant on a student making an application on this form?
YES/NO

If yes, please go to question 7

If no, please go to question 8

7. Please provide the name(s) of the students partner(s) and/or dependents and supply a copy of their passport confirming their visa status or letter from Home Office confirming status.

Name of partner or dependant	Relationship to student

8. Does any of your course require you to do work experience?
YES/NO

If yes, please advise:-

- a) How much time is spent on work experience?

- b) Is your course being undertaken as part of your employment? YES/NO

9. If you are renting your home, please supply the following information.

- A) Tenancy Agreement
B) Name of landlord:
C) Address of landlord:

- D) Landlords contact telephone:

Please complete check list and sign and return this form to the Council Tax Office.

- Have you read the supplementary notes?
- Have you supplied a student certificate from your educational establishment?
- Have you listed all occupants over 18 years of age – including non students?

PHD Students

- Have you supplied the contract from your university?
- Proof of fees paid?

ACCA students

- Have you supplied your exam results?
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DECLARATION

By signing this form I declare the following:

That the information on this form is correct and complete to the best of my knowledge and belief. I understand that it is a criminal offence to make a statement or representation that I know to be incorrect or to provide documentation that is false or fail to disclose information to the authority where the law requires it, after this form is complete. If I do so I may be prosecuted.

If a discount or exemption no longer applies I will notify the council within 21 days of this occurring.

I understand that this authority is under a duty to protect the public funds it administers and to this end may verify the information I have provided on this form with other internal departments, government agencies, local authorities and private sector organisations for the purpose of billing, collection and recovery of Council Tax and for the prevention and detection of fraud. It may also share this information with these agencies and other bodies responsible for auditing or administering public funds for these purposes.

Signature:	<input type="text"/>	Date:	<input type="text"/>
Full Name:	<input type="text"/>		
Email Address:	<input type="text"/>		

Student A

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Student B

Signed:

Date:

Student C

Signed:

Date:

Student D

Signed:

Date:

It would be helpful if you would give your telephone number, in case we need to ask for more information.

Name of contact point:

Telephone number:

Email address:

Address Harrow Council, Council Tax, PO Box 731, Harrow, HA3 3RG

Web www.harrow.gov.uk