

## **Explanatory Leaflet for Council Tax Discount / Exemption for Students and Student Nurses**

The Council Tax and Water Service charges on a property may be reduced where one or more adult residents are participating in full-time education.

When counting the adult residents in a property students and student nurses may be excluded. When after excluding students and student nurses there is only one person resident in the property, the Council Tax may be reduced by 25%. Where all the residents in the property are students the property may be exempt from Council Tax and water service charges.

The definition of a student is as follows:

1. A person taking a specified course of education at a United Kingdom university or further education establishment which lasts for at least 24 weeks within each academic year and where the period of study consists of, on average, 21 hours per week.
2. A person under 20 taking a specified course of education at an educational establishment where the period of study exceeds on average, 12 hours per week and the course taken is not as a consequence of an office or employment held, or arranged under any of the youth training schemes.
3. A person registered with the Central Bureau for Educational Visits and Exchanges and working as a foreign language assistant at a school or other educational institution in Great Britain.

The definition of a Student Nurse:

A person who is undertaking an academic course at university or college, or who are on a Project 2000 course that would, if successfully completed, lead to first time registration under:-

1. Part 1 to 6 , 8 or 11 of the Register maintained under Section 19 of the Nurses Midwives and Health Visitors Act 1979.
2. Part 10 of the above Register where a Health Board, Regional or District Health Authority employs that person.

To apply for a student discount / exemption the person liable to pay the council tax should complete the application with the following information:

- details of the course of study attended by the student which has to be confirmed by the educational establishment.
- attach a copy of the student's bursary award or student loan award letter.
- sign the declaration.

If you qualify for a student discount / exemption we will send you a letter confirming the award and a replacement Council Tax bill showing the reduced sum due. However, no bill will be issued if the balance is zero. If the claim is unsuccessful or we require further information we will telephone or write to you.

# **Council Tax Students and Student Nurses Discount / Exemption Form EXAL/STU**

## **Review of the Exemption / Discount**

The exemption / discount will continue until your course ends providing the qualifying criteria are being met. However, North Ayrshire Council will conduct a review of the circumstances each year by sending out a review form which will be sent out to you. This should be completed and returned by the date shown on the form. Failure to do this may result in the exemption / discount being cancelled. If at any time you believe the reduction no longer applies then you must contact the Council immediately.

## **Do you need Help with this Form?**

If you have any questions regarding this application please telephone **0845 603 0592** from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 4.45pm on Wednesday, 09.00am to 4.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Council's web site.

## **What do you think?**

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

**Council Tax Students and Student Nurses Discount / Exemption Form  
EXAL/STU**

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Council Tax Reference No.	
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**> Please supply the following telephone numbers in case we need to contact you regarding this application.**

Daytime Telephone No.	
Evening Telephone No.	
Email address.	

**> Section 1: To be completed by the person liable for Council Tax**

What is your full name?	
What is the full name of the student(s) / student nurse(s)	
What is the full postal address including postcode of the property?	
What is your full postal address including postcode for correspondence? (if different from above)	
Please indicate the number of persons 18 years of age or usually resident in the house including the student / student nurse	

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EXAL/STU**

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**> Section 2 : Course Detail**

**To be completed by the person liable for Council Tax**

Name of Student / Student Nurse	
Date of Birth	
Is the person a : (Please Tick)	Student <input type="checkbox"/> Student Nurse <input type="checkbox"/>
Certificate / Qualification	
Course Name	
Course Start Date	Day:            Month:            Year:
Course End Date	Day:            Month:            Year:
Length of Course within academic year (no. of months)	
Average Attendance per Week (no. of hours) at Educational Establishment	
Average hours per week for Home Study	

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**Section 3: To be completed by the Educational Establishment**

Name of Student / Student Nurse	
I confirm that the person named is taking the course of education as specified:-	
Course Name:	
Course Start Date (DD/MM/YY):	
Course End Date (DD/MM/YY):	
Educational Establishment Stamp	Signed:..... Position:..... Date:.....

<b>Declaration</b>	
I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.	
I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence and you may check the information with other sources as allowed by the law.	
I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this.	
Signature of liable person	
Date	

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**What do you think?**

Was the form easy to complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was the form easy to understand?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was there any information not included on the form which you would like to see included?	
Do you have any suggestions on how the form could be improved?	