

Council Tax reductions for households including students

When is an exemption possible?

If only students live in a property, it may be exempt. This means that no-one has to pay Council Tax for that property.

When is a discount possible?

Council Tax is normally charged on the assumption that two or more people aged 18 or over live in a property.

If there is only one adult living there they can apply for a single person's discount of 25%.

However, if anyone aged 18 or over is a student and without them there is only one adult living in a property, you may apply for the same 25% discount.

Who is a student?

- ◆ **A full-time student** is defined as someone studying for more than 21 hours a week and more than 24 weeks a year. The course must be higher or further education and last for at least one academic or calendar year.
- ◆ **A qualifying student** is defined as someone under the age of 20, studying for more than three months and at least 12 hours a week, for any qualification up to A level, Ordinary National Certificate or Ordinary National Diploma standard.
Please note: Correspondence courses, evening classes or courses in connection with a person's job are not included. Students who are no longer enrolled on a full-time course but are still writing their thesis do not qualify.
- ◆ **A student nurse on a 'Project 2000' course**
If you qualify under one of the above categories, the registry at your college or university will give you a student certificate. You must send this with the application.
- ◆ **A foreign language assistant** registered with the Central Bureau for Educational Visits and Exchanges (Please send your certificate from the Central Bureau with the application.)
- ◆ **A school or college leaver under the age of 20.** If your education ends after 30 April a reduction may apply until 1 November of that year.

We will keep any information you give on the application form on our computer system and we may check it with other information we have. We may also give it to other council sections such as Housing Benefit. This is allowed under the Data Protection Act 1998.

If you knowingly give us false information to get a discount, you could face a penalty of up to £200.

If we give you a reduction and the circumstances of the household change, you must tell us within 21 days.

The information given here is for guidance only and is not a full definition of the law.

You can also get this information in other formats, including Braille, large print and audiotape. Please phone Customer Services on 01303 853555 or email Revenues.benefits@shepway.gov.uk

If you require help completing this form or would like further advice please phone Customer Services on 01303 853555 or email Revenues.benefits@shepway.gov.uk. Alternatively you can visit us at the Civic Centre or any of our One Stop Services in Hythe, New Romney or Lydd. If you would like to visit us but find this difficult due to a disability we can arrange for a visiting officer to visit you at home. Please phone Customer Services on the above number to arrange this.

Council Tax reduction

Application for students



Please use black ink to fill in this form and return it to:
Shepway District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY

Your name and address	Council Tax account number
	Property address (if different from yours)

Please read the information over the page before you fill in your application.

Your daytime phone number

Name of student

Name of the college or university they go to

Date the course started

Date the course ends

Full names of everyone over 18 living in the property:

Remember to enclose the student certificate (or certificates).

Your
Signature

Date