

**For Addressee Only**

Enquiries to: UserContact  
Telephone: Usertelno  
Our Ref:  
Your Ref:  
e-mail address revenues@easthants.gov.uk

SystemDate

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**COUNCIL TAX**  
**APPLICATION FOR STUDENTS, THOSE IN RECEIPT OF CHILD BENEFIT,**  
**STUDENT NURSES, APPRENTICES AND YOUTH TRAINEES TO BE**  
**DISREGARDED IN THE CALCULATION OF THE CHARGE.**

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Section 1 should be completed by ALL applicants

Only one section in parts A to E should be completed, according to the class of disregard being claimed, except for those in receipt of child benefit, who should complete parts A & B.

**ALL APPLICANTS SHOULD COMPLETE THE DECLARATION AT SECTION 2.**

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**SECTION 1**

Students Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

How many adults (over 18 years of age) live in the property as their main home? \_\_\_\_\_

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**PART A - STUDENTS (excluding student nurses)**

1. Name and address of School/College/University \_\_\_\_\_

2. Name of course \_\_\_\_\_

3. Is the course FURTHER or HIGHER EDUCATION? \_\_\_\_\_

4. Course start date \_\_\_\_\_ Course finish date \_\_\_\_\_

5. How many hours per week, on average, are you:

a) required to study? \_\_\_\_\_ b) required to attend a place of work experience? \_\_\_\_\_

6. How many weeks per academic year are you required to attend College/University? \_\_\_\_\_

7. Are your periods of study normally carried out during daytime? \_\_\_\_\_

**PLEASE ENCLOSE THE RELEVANT STUDENT CERTIFICATE AS PROOF OF YOUR STUDENT STATUS – (this is available from your College/University)**

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**PART B – IN RECEIPT OF CHILD BENEFIT**

- 1. Is the benefit received on your behalf? Yes/No
  - 2. What is your child benefit allowance number? \_\_\_\_\_
  - 3. When is your entitlement to child benefit expected to cease? \_\_\_\_\_
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**PART C – STUDENT NURSES**

Name and address of College or Hospital \_\_\_\_\_  
\_\_\_\_\_

Name of course \_\_\_\_\_

Course start date \_\_\_\_\_ Course finish date \_\_\_\_\_

Is the course one which, if successfully completed, will result in your name appearing, for the first time, on the Register maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979? Yes/No

**PLEASE ENCLOSE YOUR STUDENT NURSE CERTIFICATE AS PROOF OF YOUR STUDENT STATUS – (this is available from your College or Hospital)**

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**PART D – APPRENTICES**

1. What is your employers name, address and telephone number? \_\_\_\_\_  
\_\_\_\_\_

2. Are you employed for the purpose of learning a trade, business, profession or vocation? Yes/No

3. Will your training lead to a qualification Yes/No

If YES, please state qualification \_\_\_\_\_

4. If you were qualified, would you expect to earn more than at present? Yes/No

5. What is your current gross weekly wage (max £195 per week)? \_\_\_\_\_

6. When is your apprenticeship due to end? \_\_\_\_\_  
\_\_\_\_\_

**PART E – YOUTH TRAINING TRAINEES**

1. What is your employers name, address and telephone number? \_\_\_\_\_  
\_\_\_\_\_

2. What is your job training title? \_\_\_\_\_

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**SECTION 2 – DECLARATION**

The information given on this form is correct.

I undertake to notify you immediately that I am no longer eligible for a reduction granted in respect of my application.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Daytime Telephone No: \_\_\_\_\_

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## **Council Tax – Discounts & Exemptions**

### **Guide for Students and Student Occupied Properties**

There are some categories of people who are not taken into consideration when working out the Council Tax to be paid.

In some cases a property or person is exempt from paying any Council Tax whatsoever. This guide is to help explain how these rules apply to students and the property occupied by them.

#### **Who are students?**

There are three main categories of students for Council Tax purposes:

- A) FOREIGN LANGUAGE ASSISTANTS**
- B) STUDENTS ON FULL-TIME COLLEGE/UNIVERSITY COURSES**
- C) STUDENTS UNDER 20 YEARS OLD IN FURTHER EDUCATION**
- D) APPRENTICES**

#### **A Foreign language assistants**

Foreign language assistants must be registered with the Central Bureau for Educational Visits and Exchanges and be appointed as a Foreign Language Assistant at a School or some other education establishment in Great Britain.

#### **B Full time students**

To qualify as a full-time student you must be enrolled with one of the following establishments:

- A university
- A theological college
- Some other institution which only or mainly provides course of further or higher education (further education is anything suitable for people over school leaving age, and higher education is of a standard higher than 'A' level or BTEC National Diploma).

Also –

- The course must last for at least an academic year or calendar year;
- You must be required to attend college for at least 24 weeks in that academic or calendar year;
- You must be required to study for at least 21 hours each week.

If you are expected to undertake work experience as part of your course, the total of the work experience must not exceed 50% of the course as a whole (except if you are a student teacher).

## **C Students under 20 years old**

If you are under 20 years old but are not undertaking a 'full time' course as explained above, you may still qualify as a student for Council Tax purposes if:

- you are required to study for more than 12 hours per week
- the course lasts for at least 3 months.
- the course is not 'higher education'
- you are normally expected to attend college between 8.00am and 5.30pm.

## **D Apprentices**

If you are an Apprentice:

- be employed for the purpose of learning a trade, business, profession, office, employment of vocation.
- On a training programme leading to a qualification accredited by the national Council for Vocational Qualifications or the Scottish Vocational Educational Council (e.g. an NVQ).
- Must earn substantially less than you would likely receive if qualified, and in any case should be less than £195.00 per week.

## **Are there any 'students' not treated as such for Council Tax?**

If you are studying on a part time course, e.g. evening classes, it is unlikely that you will be treated as a student; neither will students studying by correspondence courses or by open learning (e.g. Open University).

Similarly, if you are studying on 'block release' in conjunction with your employment, you are not a student for Council Tax purposes.

It is unlikely that the many foreign students studying commerce and business studies in conjunction with English at the many language schools in Bournemouth will be regarded as 'students' for Council Tax purposes. Normally English Language Schools do not have academic years and so the courses do not last long enough to be counted. However, you may not be treated as resident in this country and if you have to pay any Council Tax it will be at a reduced amount.

## **Some problem areas...**

Students often say they are 'exempt' from the Council Tax but this is not strictly true. If a property is occupied only by students then the property is exempt. In all other cases, students are disregarded only when counting up the number of adults' resident in order to calculate the amount of Council Tax to be charges. For example, if all but one resident is a student, a 75% Council Tax will be payable. If there are still two people resident who are not students, the full Council Tax is due. This is worth bearing in mind when a former student stays on at a 'student house'.

Those who are not students and on a low income may apply for Council Tax Benefit. The claim must be on one of the Council's Benefit Application Forms (even if a DSS form has been completed) and up to 100% benefit may be allowable. However, where there is something to pay, even though the students may be 'disregarded', they will still be jointly liable for payment.

Being jointly liable does not mean that you are responsible for paying only a 'share' of the Council Tax. If you are jointly liable, the Council can require one or all residents to pay the whole of the outstanding balance. It is up to the occupiers themselves to sort out individual contributions and ensure that the full amount is paid promptly.

It is advisable to resolve 'who pays what' at the outset, and to ensure that monthly instalments are met in full, because remaining sole resident students can be held liable for former colleagues' 'share' of their joint Council Tax bill.

You may have been informed that your Council Tax is included in with your rent. If you are a tenant or joint tenant for the whole of your flat or house, you are the liable person for Council Tax. However, if you live in a bedsit type of property or if you pay rent for only part of a property and share communal facilities, the landlord would normally remain responsible for payment. Misunderstandings often arise regarding Council Tax-inclusive rentals.

## **Queries**

If you need any help or advice, please do not hesitate to contact the staff in the Council Tax section – they would prefer you sorted out any problems sooner rather than later. Either telephone the Council Tax Office on 01730 234400 or e-mail us at [revenues@easthants.gov.uk](mailto:revenues@easthants.gov.uk).

## **Completing the application...**

Please write clearly in BLOCK letters

If you need to apply for 2 students, please ask for another form. Please enclose your student certificate, which is available from your college or university. I am unable to grant the disregard unless it is provided. This confirms the start and end of your course and is the only acceptable document.

Send the completed application to:

East Hampshire District Council  
The Council Tax Office  
Penns Place, Petersfield  
Hampshire. GU31 4EX.

The Council collects information for Council Tax, but it may be used for any Council purpose. We may check information that you provide on this form for the prevention and detection of crime / fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes, but will not disclose information about you to anyone outside the Council unless the law permits us to. The Council is registered under the Data Protection Act 1998 for these purposes and is the Data Controller. If you want to know more about what information we have about you, or the way we use this information, please write to the Council's Data Protection Officer. Additionally, the information provided by you may be shared with our partner local authority Havant Borough Council as we share staff