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### APPLICATION TO BE DISREGARDED FROM COUNCIL TAX DUE TO BEING A STUDENT/STUDENT NURSE

You are asked to complete and return this form to the address at the bottom of the form if you are the liable person for Council Tax purposes. Please read the Guidance Notes before completing this application form. Please complete this form in BLOCK CAPITALS using black ink.

\*Denotes a mandatory field which must be filled in for your application to be processed.

#### To be completed by Liable Person for Council Tax

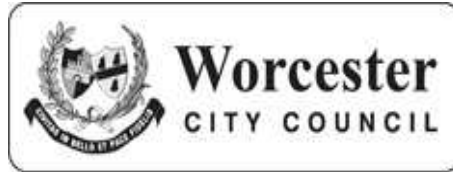
*Full Name of Applicant:			
*Address of Property for which exemption/discount is being claimed:			
Property Reference (if known):			
Account Number (if known):			
*How many adults have their only or main home at the above address?			
*Full Name of Student:			
*Are any of the other residents also Students? If YES, please provide relevant Student Certificates.			YES <input type="checkbox"/> NO <input type="checkbox"/>
*Does anyone live at the above address who will turn 18 during the period of the student course:			YES <input type="checkbox"/> NO <input type="checkbox"/>
*If YES, please give their full names and date(s) of birth:			
Full Names:	Day	Month	Year
Daytime Telephone Number (You do not have to give this information but it may help if we have to contact you with any queries)			
<b>PLEASE ENSURE THAT COPIES OF ALL STUDENT CERTIFICATES ARE ENCLOSED WITH YOUR APPLICATION FORM</b>			

DECLARATION: I declare to the best of my knowledge and belief all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information.

**I UNDERTAKE TO NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. I ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED.**

\*Signature \_\_\_\_\_ \*Full Name \_\_\_\_\_

\*Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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## **APPLICATION TO BE DISREGARDED FROM COUNCIL TAX DUE TO BEING A STUDENT/STUDENT NURSE**

### **Guidance Notes**

The person who is liable to pay the Council Tax bill for your home must apply for the exemption or discount disregard. Where more than one person is liable to pay the bill, any one of the "Liable Persons" can make the application.

A student or student nurse can be disregarded for Council Tax discount purposes ONLY if ALL of the following conditions apply.

#### **Full-Time Students** –

- Attending a prescribed educational establishment
- Undertakes a course of at least one academic or calendar year
- The course normally requires the student to attend for at least 24 weeks each year and for at least 21 hours per week (this includes attendance, tuition, study or work experience)

Please note that where a person undertakes work experience, it is a requirement that the period of work experience does not exceed 50% of the total course time except in the case of student teachers who are exempt from these rules.

Open University courses, subject to meeting the criteria would be considered as full time courses. Likewise Project 2000 nurses are regarded to be a student for the purposes of these provisions.

#### **Under 20 and Undertaking Qualifying Course of Education** –

A person can be disregarded if the following criteria are met in full:

- Aged under 20
- Not undertaking a full time course of education
- Undertakes more than 12 hours of study per week
- The course is for more than 3 calendar months
- The course is not one of higher education
- The course is otherwise than correspondence
- The course is not undertaken as part of a persons employment (day release, etc.)
- The course is normally carried out during 8.00am to 5.30pm
- The time criteria must consist of tuition, supervised study, exercise or project work

Full written evidence or a student certificate will be required along with proof of date of birth

#### **Student Nurses** -

- Attending University or Polytechnic as full time students
- On Project 2000 courses
- Undertaking traditional nurse training leading to initial registration on the Nursing Register

PLEASE NOTE that these Student disregard rules are laid down by Government Regulations, not by the Council. The Council is not able to change these rules.

If there are 2 or more adults in the property who are not disregarded for any reason no exemption/discount will be applicable.

**PLEASE ENSURE THAT APPLICATION FORM IS COMPLETED IN FULL AND RETURNED TO US WITH ALL REQUIRED STUDENT CERTIFICATES AND ANY OTHER EVIDENCE**

South Worcestershire Revenues & Benefits Shared Services  
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Tel: 01905 822733 Email: [revenues@swrbss.org](mailto:revenues@swrbss.org)  
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