

**Council Tax - Student Status Application (STUDENTDIS)**

Name:

Address:

Account Reference Number (from your bill):

Contact telephone number:

Email address:

Please read the enclosed notes before completing this application form.

Name of student(s)

Students term time address:

Name and address of college or university

Course start date: \_\_\_/\_\_\_/\_\_\_

Course end date: \_\_\_/\_\_\_/\_\_\_

How many adults (18 and over) live at your property? (Please include the student(s))

**DECLARATION**

I declare that the details stated in this application are true and accurate to the best of my knowledge and belief.

Signed:

Date:

***IMPORTANT - Please enclose your Council Tax student certificate, which your college/university will issue on request, providing you meet the set criteria. Your application will not be processed if you do not send the certificate with this application***

**Guidance notes - Relief for Students and Student Nurses**

When assessing the number of people living in a household for Council Tax purposes, the Council does not count those who qualify for Discount Disregards.

Students, who are undertaking a full time course of education at university, college, or other such educational establishment, may qualify for a Discount Disregard providing that **all** the following conditions apply:-

- The course runs for at least one academic or calendar year at a recognised establishment, i.e. university, college, etc.  
**and**
- The student should normally attend for periods of at least 24 weeks in each academic year.  
**and**
- The student should normally undertake periods of study, tuition or work experience, which in total amount to an average of 24 hours per week in each academic year.
- A Student Nurse is a person who is attending a college of nursing and midwifery college of health, and the course, if successfully completed, would lead to first registration on the Register maintained under section 10 of the Nurses, Midwives and Health Visitors Act 1979

If all the residents qualify for this Discount Disregard or for the Discount Disregard for school/college leavers (ask the Revenues Section for details), then the property is exempt from Council Tax.

**Please note the following:-**

**Should your circumstance change in a way that may alter your entitlement to this discount, you must notify me in writing within 21 days of that change. Under Regulation 16 of the Council Tax (Administration and Enforcement) Regulations 19 (as amended) it is your duty to do this. Failure to notify me of such a change may result in a penalty of £70 being imposed upon you. In some cases the Council may use the provisions of the Theft Act 1968 where it believes that false information has been knowingly supplied to obtain a financial benefit to which a person is not entitled.**

**If you disagree with the decision relating to your application for discount, you may appeal to me in writing within 28 days of the date on this letter. You must explain why you disagree and send any information to support your argument. If we cannot agree, you may appeal to the Valuation Tribunal and the Clerk to the Tribunal will arrange a date for you to attend and give your reasons for the appeal.**

**You should continue to pay your existing instalments pending the outcome of any appeal. If your appeal is successful, you may be asked to complete a review form at a later date, but you will be entitled to a discount/exemption from Council Tax as long as the reasons you gave the Tribunal exist, and the Authority is satisfied that the entitlement continues to exist.**

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  
For further information, see [www.braintree.gov.uk/council](http://www.braintree.gov.uk/council) and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525**