

**APPLICATION FOR A COUNCIL
TAX STUDENT DISCOUNT**

To be completed by the Council Taxpayer



Our Ref:
 Telephone: 01452 396396
 Email: revenues@gloucester.gov.uk
 Website: www.gloucester.gov.uk
 Date:

Thank you for applying to be disregarded from Council Tax because you are a student. So that your application for a disregard can be considered, please complete the form below and, if you have not already done so, supply a student certificate. Student certificates for Council Tax purposes are available from the Academic Registrar of your college or university

If you have any questions about this letter, please e-mail us at revenues@gloucester.gov.uk or telephone us on **01452 396 396**. If you want to discuss your Council Tax at our offices, you will need to make an appointment in advance. Based on the information you have given we will either update our records and send a new bill to you or contact you for more information.

Full name and address of Council Tax payer (Block capitals)

Section 1 – Please list all residents in the property aged over 18

Name	Date of birth	Date moved in	Full-Time student (Y/N)

Section 2 – Student details

Name of student	Name of College/University	Start date of course	End date of course

In order to award the discount, you must provide a student exemption certificate for each student. These can be provided by your college/university administrations office.

Declaration:

I declare that the information given is correct. I do not object to the council making any necessary enquiries to check this information. If there are any changes in the future to the information I have given, I must notify Gloucester City Council of any changes in circumstance within 21 days. Failure to report a change may result in a penalty and possibly lead to prosecution.

Signature:

Print full name:

Email address:

Phone number:

Date:

(You do not have to tell us your telephone number, but doing so will help us to contact you quickly in case we need any more information)

The information you have provided on this form will be used in order for Gloucester City Council to process your Council Tax. Please sign the declaration above and return the completed form to Gloucester Revenues & Benefits, PO Box 2017, Pershore WR10 9BJ

Uploading this form and supporting evidence

Why not save time and upload the completed form free of charge by registering for a 'My Gloucester' account by going to our website at www.gloucester.gov.uk/mygloucester

Data Protection Privacy Statement

Any personal information that you provide will be processed in accordance with current Data Protection laws. It will be used by Gloucester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data on our website: <https://www.gloucester.gov.uk/about-the-council/data-protection-freedom-of-information/data-protection/>

Please send this form back along with all the required exemption certificates to the address at the bottom of this letter.

NOTES

The following groups qualify as students:

- a) A person undertaking a full-time course of education at a university, polytechnic, college, theological college, or other institution established solely for further and higher education.

A full-time course is defined as one which lasts for at least one year and requires attendance for 24 weeks in that year. During that attendance period the time given to study, tuition and course related work experience must be at least 21 hours per week. Academic studies, and not work experience, must form the greater part of the course as a whole.

- b) A person aged under 20 undertaking a qualifying course of education. Such a course is one which involves study for at least 12 hours per week, mainly between the hours of 8.00 a.m. and 5.30 p.m. lasts for at least three months and which is not a course of higher education. The discount status does not apply to students undertaking a course mainly by correspondence, not to persons studying as a consequence of their employment; for example an employee required to attend a work-related course of study would not normally be disregarded for discount purposes.

- c) A person working as a foreign language assistant, and registered as such with the British Council, 10 Spring Gardens, London SW1A 2BN. This is a narrowly defined category and would not normally extend for example to 'au pairs'.