

Letters to: Local Taxation Service, PO Box 10505, Wood Green, N22 7WJ

Tel: 020 8489 1000

www.haringey.gov.uk

email: council.tax@haringey.gov.uk



APPLICATION FOR REDUCTION – STUDENTS

Please read the information on page 2 before completing this form.

You should complete this application in respect of any persons who you consider should be disregarded, in the assessment of Council Tax discounts, because they are students.

Please enclose a student certificate for each person to be disregarded.

Council Tax Reference Number			
Name of Taxpayer(s)			
Address of Property			
Telephone number			
Email address			
Total number of adults in the property			
Persons to be disregarded:			
Full name			
Date of birth			
Name of educational establishment			
Address of educational establishment			
Name of course			
Date course started			
Date course ended or expected to end			
Hours of daytime study and tuition per week			
You must notify the Council immediately if any of the above details change			
Declaration			
I declare the details given in this application are to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources.			
Signed		Date	
This authority is under a duty to protect the public funds which it administers, and to this end may use information held about you 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.			

STUDENTS

The full Council Tax bill assumes that there are 2 adults residing in a dwelling. However for Council Tax purposes certain people will not be counted when looking at the number of adults. The effect of disregarding certain adults may be to reduce the Council Tax bill by 25% or 100%.

EXAMPLE 4 adults residing in a property

one person in disregarded category	100% charge as there are still more than 2 adults to be counted.
two persons in disregarded category	100% charge as there are still 2 adults to be counted.
three persons in disregarded category	75% charge as only one adult is to be counted.
four persons in disregarded category	50% charge as there are no adults to be counted.

Below are answers to some questions about who should be disregarded or exempted under this category, for the purpose of assessing Council Tax discount or exemption.

Q. What are the conditions under which a student may be disregarded /exempted?

A. The person must be either: -

- (i) Undertaking a full-time course of education at an establishment situated in a member state of the EU (which was established solely or mainly for the purpose of providing further or higher education). The course must be of least one-year's duration and must require the student to undertake periods of study, tuition or work experience which together amount to at least 21 hours per week for at least 24 weeks in each year.

OR

- (ii) under 20 years of age and attending a course which last more than 3 calendar months and involves at least 12 hours attendance per week between 8.00 a.m. and 5.30 p.m. The course must not be undertaken by correspondence or in consequence of the person's job nor must it be a course of higher education.

Q. What happens during vacation?

A. The person will continue to be disregarded throughout the whole period of their course, which includes vacations between terms.

Q. How do I apply?

A. Complete the form overleaf and return it, together **with a Student Certificate for each person, completed by the Certification Officer at their college.** (The Certification Officer is likely to be the person who is responsible for the enrolment of the students at the establishment. He/she will supply a certificate, on request, verifying the course being undertaken and the period of attendance).

Q. For how long will the discount or exemption be allowed?

A. For as long as there are less than two adults in the property who are not disregarded. If the property is now exempt (all occupants being students) and one /more person moves out or ceases to be a student, the exemption will stop but you may still be entitled to a discount. *If there is any change in circumstances then you must notify the address shown overleaf.* Failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

Other Council Tax queries?

Contact the office at the address detailed on page one or telephone: 020 8489 1000.