

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

Tel: 020 8489 2800

www.haringey.gov.uk

email: council.tax@haringey.gov.uk



## APPLICATION FOR REDUCTION – SCHOOL AND COLLEGE LEAVERS

Please read the information on page 2 before completing and returning this form to the address above.

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			
Address of Educational Establishment attended			
Date Course started (if relevant)			
Date of leaving establishment			
Hours of daytime attendance per week (excl. meal breaks and unsupervised study)			
<b>You must notify the Council immediately if any of the above details change</b>			
<b>Declaration</b>			
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.

## SCHOOL / COLLEGE LEAVERS

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.  
Council Tax discount.

- Q. What are the conditions under which a person leaving a course of education can be disregarded?**  
**A.** The person must be under 20 years of age, and have ceased to undertake a **qualifying course of education or a full time course of education** after the 30th April and before 1st November.
- Q. What is a qualifying course of education?**  
**A.** It is 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 is a full time course of education?**  
**A.** It is a course of at least one year's duration, which involves at least 21 hours attendance per week for at least 24 week in the year.
- Q. How do I apply?**  
**A.** Complete the form overleaf and return it to the address shown. Once it has been assessed you will be notified of the Council's decision.
- Q. For how long will the discount be allowed?**  
**A.** From the 1st May to 31st October providing that during this period there are less than two adults in the property who are not disregarded. From 1st November a discount may still apply if the person has become a student. You should contact my office for advice on this matter. In the meantime if *there is any change in circumstances then you must notify the address shown above. 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 or telephone number: 020 8489 1000.

### Council Tax Benefit

This is now dealt with by a separate office, the Benefit Service, tel: 020 84891000.