

**COUNCIL TAX DISCOUNT  
STUDENTS  
APPLICATION TO BE DISREGARDED**

**RIBBLE VALLEY BOROUGH COUNCIL**  
Council Offices, Church walk, Clitheroe  
Lancashire, BB7 2RA  
(01200 414450)

Date of Issue .....

**Please read the information overleaf before completing this form**

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

**NB PLEASE REMEMBER TO ENCLOSE A STUDENT CERTIFICATE (see overleaf)**

**PROPERTY REFERENCE** (this is shown on your demand notice)

Name of taxpayer: .....

Address of property: .....

Total number of adults in the property:

**PERSON TO BE DISREGARDED**

Full name: .....

Date of birth: .....

Name Educational Establishment: .....

Address of Educational Establishment: .....

Date course started: .....

Date course ended or expected to end: .....

Name of course: .....

Hours of daytime attendance per week: .....

(excluding meal breaks and unsupervised study)

**Declaration**

I declare that the information given above, is to the best of my knowledge, true and accurate.

Signature of Applicant: .....

Date: .....

## 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.

- Students are disregarded for Council Tax purposes.
- Properties that are occupied solely by certified students are exempt from the Council Tax.

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

**Q What are the conditions under which a student may be disregarded?**

**A** The person must be either:

(i) attending a full-time course of further or higher education at a University, College or other educational establishment. The course must be of at least one year's duration and involve at least 21 hours attendance per week for at least 24 weeks in the year.

OR

(ii) under 20 years of age and attending a course which lasts more than 3 calendar months and involves at least 12 hours attendance per week between 8.00am and 5.30pm. 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 vacations?**

**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 completed by the Certification Officer.** (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 be allowed?**

**A** For as long as there are less than two adults in the property who are not disregarded. *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 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.

If you have any other queries about discount or would like any more information about Council Tax, please contact the office at the address/telephone number shown overleaf.