

Please quote: Council Tax/Student Claim Form  
Your reference: As shown on your Bill  
Date:  
Please ask for:  
Telephone direct: (01424) 451081  
E-mail: [counciltax@hastings.gov.uk](mailto:counciltax@hastings.gov.uk)  
Web: [www.hastings.gov.uk](http://www.hastings.gov.uk)



**Revenues and Benefits Service**  
Aquila House, Breeds Place  
Hastings, East Sussex  
PO Box 176  
TN34 1PY

## **COUNCIL TAX DISCOUNT OR EXEMPTION: STUDENTS**

When calculating the level of Council Tax payable, a person may be eligible either for a Discount or an Exemption because somebody in the house is a student or the household is solely occupied by student (s).

In order that I may consider your claim please read and complete the attached form (s) for each student and return to the above address.

If you have any query about the form, or require any assistance to complete it, please do not hesitate to contact my office on the above number.

Yours sincerely,

Revenue Service Manager

Enc.



INVESTOR IN PEOPLE

## **COUNCIL TAX DISCOUNT OR EXEMPTION: STUDENTS**

Any dwelling which is partly occupied by students and school or college leavers and a person who is not a student will be eligible to a status discount where one of the following conditions ( either A,B or C) applies.

Any dwelling which is occupied only by students and school or college leavers is exempt. This exemption applies where one of the following conditions ( either A,B or C) applies.

### **A A FULL TIME COURSE OF EDUCATION**

1.To qualify, the student must be enrolled with a University or Institution of Higher or Further Education for the purpose of attending a full time course of education.

(A full-time course is defined as one which lasts for a whole academic or calendar year during which time the student is **required to attend** for at least 24 weeks. Each week must on average consist of at least 21 hours of tuition or work experience).

2.The student must have begun the course and must not have reached a stage where he has completed it, abandoned it or is no longer permitted to attend it.

### **B A QUALIFYING COURSE OF EDUCATION**

1.To qualify under this category the student must be under the age of 20, and undertaking a qualifying course of education which lasts for more than 3 calendar months, but which is not a course of full-time education as defined in 'A' above.

2.The study time for the course must exceed 12 hours per week and the hours of study must normally be between 8am and 5pm.

Please Note:

i)Where the student is studying 2 or more qualifying courses at the same educational establishment, it is the total number of hours of study that is relevant when determining whether or not the exemption applies.

ii)Correspondence courses are excluded from this category of exemption.

iii)The course must not be undertaken in consequence of an offer of employment held by the student.

iv)This class does not apply to Youth Trainees.

### **C SCHOOL AND COLLEGE LEAVERS**

To qualify under this category the student must be under the age of 20, and must have just finished a qualifying course of education or a full-time course of education which ended after 30 April of any given year. In this case they will be entitled to the exemption up to 31 October of the same year.



INVESTOR IN PEOPLE

# COUNCIL TAX STUDENTS APPLICATION FOR STUDENT DISCOUNT/EXEMPTION

If you are a full-time student at a university or college in the United Kingdom, you should complete this application form so that you may receive a council tax reduction or exemption. Both Sections A and B must be completed.

Full-time means that your course will last for a year, during which time you will attend for at least 24 weeks with an average 21 hours of study each week.

## SECTION A TO BE COMPLETED BY THE STUDENT

Council Tax Account number:

Name:

Address:

Date of Birth:

Do you rent the above property?    YES    NO

If YES, when did your tenancy start?

Do you live alone?    YES    NO

*If NO, please give details of the other adults living with you below*

## DECLARATION

I declare that the information given is true and I understand that it is a criminal offence under the Theft Act 1968 to supply false information to obtain monetary advantage and this may result in prosecution.

I also understand that if any of my circumstances change and I am no longer entitled to a discount or exemption, I must inform you within 21 days of the change taking place. Failure to do so may result in a civil penalty.

Signature:

Date:

# **SECTION B - STUDENT CERTIFICATE TO BE COMPLETED BY EDUCATIONAL ESTABLISHMENT**

Name of Educational Establishment:

Address:

Course attended:

Date course started:

Date course due to end:

How many hours of study is the course:

## **DECLARATION**

I certify that in accordance with paragraph 5(2) of Schedule 1 of the Local Government Finance Act 1992 the details provided regarding the student named on the front page of this document are correct.

Print Name:

Signature:

Date:

Position Held:

Contact phone no:

Official College/University Stamp

**(This is requirement to confirm the claim):**

**When the form has been completed, please return to Hastings Borough Council.**

The Council is under a duty to protect the public funds it administers and may therefore also use the information you give for the prevention and detection of fraud within this Authority. It may also share it with other bodies administering public funds solely for these purposes.

## **CONTACT DETAILS:**

**Tel:** 01424 451081

**Email:** [counciltax@hastings.gov.uk](mailto:counciltax@hastings.gov.uk)

**Visit:** Hastings Borough Council, Revenues & Benefits Service,  
Lower Ground Floor, Aquila House, Breeds Place, Hastings

**Write to:** P.O. Box 176, Hastings, TN34 1PY



INVESTOR IN PEOPLE