

**COUNCIL TAX
STUDENT EXEMPTION CLAIM FORM**

**Inverclyde
Council**

ISSUED BY:	DATE:
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In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax (including the water charge) if the sole occupier or all the occupiers are qualifying students, or in the case of an unoccupied house, where the liable person is a qualifying student or the property was last occupied by a qualifying student or students. Depending on the circumstances, exemption may be granted for a period of four months or for an unlimited period.

Please read the information on the back of this form and then complete each section in block capitals, the certificate on the back of this form MUST be completed by the registrar's office of the educational establishment.

Details of the person making the claim

- Title..... Forename(s).....
- Surname.....
- Address of property.....
- Postcode.....
- Daytime Telephone Number.....
- E-mail Address.....
- Council Tax Reference Number *(if known)*.....
- Name of student.....
- Date of Birth.....

Occupied House

- Total number of occupiers over age 18 usually resident in the house.....
- Total number of students resident in the house.....
- Date you want the exemption to start from.....
- Date you want the exemption to end

Unoccupied House

- Date you want the exemption to start from.....
- Date you want the exemption to end

Declaration

The information I have given is true and accurate and I undertake to inform you immediately if my circumstances change.
I understand that if I give false information I may be liable for a fine of up to £200.

Signed*..... Date.....
Please confirm your interest in this claim (e.g. Owner, Agent, Tenant).....

Please note, only the person liable to pay the council tax or their authorised agent should sign this form.
(If acting as the agent of the tax payer, please provide evidence of your authority to act on their behalf)

Information Regarding Student Exemption

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax (including the water charge) if the sole occupier or all the occupiers are qualifying students, or in the case of an unoccupied house, where the liable person is a qualifying student or the property was last occupied by a qualifying student or students. Depending on the circumstances, Exemption may be granted for a period of four months or for an unlimited period.

In order to be classed as a student the person must be:

- a) A person registered with the Central Bureau for Educational Visits and Exchanges, working as a foreign language assistant at a school or other educational establishment in Great Britain.
- b) A person aged under 20 who is not an apprentice or youth training trainee and is studying at one education establishment. They must be undertaking one or more qualifying courses of education where the number of hours of study, tuition, or practical work per week exceeds 12.
- c) A person aged 20 and over who is undertaking a qualifying course of education as specified in Schedule 2 of the Council Tax (Discounts) (Scotland) Order 1992 at an institution specified in Schedule 3 of the Order. They must also be required to ordinarily undertake periods of study or tuition which amount, in aggregate, to at least 21 hours per week.
- d) A person, who is undertaking a course that would, if successfully completed, lead to first time registration under any of parts 1 to 8, 10 and 12 to 15 of the Register maintained under section 7 of the Nurses, Midwives and Health Visitors Act 1997.

The course of education must require the attendance of the person undertaking it for a period of at least 24 weeks within each academic year of the institution providing it.

Until your claim is dealt with you must continue to make payment as requested in the last bill we sent you. If we award you exemption we will send you a revised bill that will take account of all the payments you have made. If you have overpaid we will refund the overpayment.

Completed claim forms should be returned to Revenues Services, Inverclyde Council, P O Box 9467, Greenock, PA15 1JD

STUDENT CERTIFICATE TO BE COMPLETED BY REGISTRAR'S OFFICE OF COLLEGE OR UNIVERSITY

I CONFIRM THAT _____ (name) _____ (address)

IS TAKING THE FOLLOWING COURSE OF EDUCATION:

CERTIFICATE/QUALIFICATION _____

COURSE NAME _____

COURSE START DATE ____/____/____ COURSE END DATE ____/____/____

LENGTH OF COURSE WITHIN ACADEMIC YEAR _____ WEEKS

AVERAGE ATTENDANCE PER WEEK _____ HOURS THIS COURSE IS: PART-TIME/FULL-TIME

SIGNED _____ ESTABLISHMENT STAMP:

POSITION _____

DATE _____

FOR OFFICE USE ONLY

RELIEF AWARDED: YES/NO

PERIOD OF RELIEF AWARDED: FROM _____ TO _____

REASON RELIEF REFUSED:

ACTIONED BY: _____ DATE _____

AUTHORISED/CHECKED BY: _____ DATE _____

All communications to be addressed to Revenues Services, Inverclyde Council, P O Box 9467, Greenock, PA15 1JD
 Telephone Numbers: 01475-712961 (Non Greenock) 01475-712273 (Greenock)
 Fax Number: 01475-712168 E-Mail: council.tax@inverclyde.gov.uk Website: www.inverclyde.gov.uk