

**Revenues & Benefits**

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LONDON BOROUGH OF  
 RICHMOND UPON THAMES

FINANCE AND CORPORATE SERVICES

**Properties Occupied Solely By Students**  **N**

Your postal address:	Property address if different:
Council Tax Account Number:	

The above property may be exempt from Council Tax. For an exemption to be considered you must read the notes below, complete, sign and return this form to the Council Tax Office. **Once the form this form is returned, we will then either reduce the bill or let you know why we have not been able to do so.**

*Exemptions are not given automatically.*

## Exemption type N

### Properties that are lived in only by students, or certain partners or dependants, or school leavers.

A home is exempt when it is lived in entirely by one or more students, certain partners or dependants, or school leavers, either as their permanent home or as their term-time home.

**School leavers** must be under the age of 20 and have finished a qualifying or full time course of education between 30 April and 1 November. We will count them as school leavers until 1 November following the end of their course. If they reach the age of 20 before 1 November we will count them as school leavers up until their birthday.

**Students** must be in one of the following groups:

#### Group 1

- Under the age of 20 **and**:
- doing a course of **further** education such as 'A' level, ONC or OND standard which:
  - is at least 3 months long, **and**
  - involves at least 12 hours instruction, tuition, and/or supervised study per week, **and**
  - it is not a correspondence course
  - is not taken as a consequence of their job; **and**
  - is not an evening class

#### Group 2

Undertaking a University, Polytechnic or College and undertaking a full-time education course which:

- is at least one year long; **and**
- requires the student to undertake at least 24 weeks of study a year; **and**
- requires the student to study at least an average of 21 hours per week throughout the 24 week period. For students who are doing teacher training, time spent doing teaching practice is counted as hours of study.

#### Group 3

Foreign language assistants who are:

- registered with The Central Bureau of Educational Visits & Exchange; **and**

- working as a foreign language assistant at a school or other educational institution in Great Britain.

**Certain partners or dependants** of students are:

- not British Citizens; **and**
- cannot by the terms of their entry into this country work for money or claim benefits.

A home will also be exempt when It is left empty during the vacations as long as it is intended that only students, or their non British dependants, or school leavers will live in it next term.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that may affect the exemption, such as when someone who is not a student moves in.

	Yes    No						
1. Is the property solely occupied by students as described in the notes below?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 25px;"></td> <td style="width: 40px; height: 25px;"></td> </tr> </table>						
If <b>YES</b> , please give the number of student(s) in the property	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>						
and the date they moved in.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">day</td> <td style="text-align: center; font-size: small;">month</td> <td style="text-align: center; font-size: small;">year</td> </tr> </table>				day	month	year
day	month	year					
If <b>NO</b> , please provide the number of people who are not students living In the property aged 18 or over	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>						
and the date they moved in.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">day</td> <td style="text-align: center; font-size: small;">month</td> <td style="text-align: center; font-size: small;">year</td> </tr> </table>				day	month	year
day	month	year					

For each student in the property you must provide one of the following :

**(a) Students under 20 who are undertaking a course of further education as described in “Group 1” of the notes.**

▪ Students name	
▪ Date of birth	
▪ Course name	
▪ Course start date	
▪ Course end date	
▪ Name and address Of school / college	

**(b) Full Time Students (including Project 2000 nurses) as described in Group 2 of the notes**

Please obtain a student certificate confirming the conditions as described in “Group 2” of the notes and return it with this form. If you have already sent in a certificate to the Council you only need sign and return this form confirming that the details remain the same.

**(c) Foreign Language Assistants – as described in Group 3 of the notes**

Please enclose with this form a headed letter from the school/college confirming the following:

▪ Assistants Name	
▪ Name and Address of school/college	
▪ Date appointment	

- starts
- Date appointment ends


**4. I declare that the information I have given is correct to the best of my knowledge.**

Name:	Signature:	Date:
Contact telephone number:		

The information you give will only be used for the purposes of Revenues & Benefits administration.  
The Council Tax Office may need to check the information given.

***If you do not notify the Council Tax Office of any changes which may affect your right to an exemption, within 21 days of the change, you may be liable for a penalty charge.***

**Return this form to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.**



Civic Centre, 44 York Street, Twickenham, TW1 3BZ. DX200027 Twickenham  
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Assistant Director of Finance & Corporate Services, G.Russell

