

Council Tax Student Exemption/Discount Application Form

Please return both pages of this form to: Local Taxation Division, PO Box 968, Bristol, BS99 1ZG

Council Tax Account Number	
Full name	
Address	
Property Description e.g. House, Ground floor flat	
Daytime phone number	
Email address	

In order to qualify for Student Exemption a property must be occupied exclusively by full time students.

The qualifying criteria for a full time student are: -

- (a) undertaking a single course of higher or further education at a prescribed educational establishment lasting for at least one academic or calendar year (from the outset)
- (b) undertaking study, tuition or work experience for periods of at least 24 weeks in each academic or calendar year and
- (c) undertaking periods of study, tuition or work experience which together amount in each such academic or calendar year to an average of at least 21 hours a week.**
- **Please note that if work experience exceeds study then it will not be treated as a full-time course of education.

In the event that one of the occupants is not a full time student then you may still receive a discount.

Please note that owners and residents of exempt dwellings are required to notify the City Council if the assumption about exemption is wrong or if changes occur which are likely to affect entitlement to exemption. Failure to do so may lead to the imposition of a penalty.

Please complete the information overleaf and return both pages:

Co	uncil Tax Account Number	or address									
1.	Total number of adult resid										
2.	Total number of adult resid										
3.	Total number of adult residents who are not full time students										
4.	Please give details of all residents: -										
Full	Name	Date Moved In		dent s/No	Name of University or College	Start & End date of Course (dd/mm/yy)	If UWE or Bristol University, state student number and if this is the 1 st year of study				
	Please complete this sectio										
discount you must be the only person aged 18 or over living in your main home. You will not receive a discount if other residents are temporarily away from home; in hospital, a nursing home, working away or on holiday)											
a.	Prior to becoming a student, were you previously occupying the property with other persons? If yes, please provide their;		a.	a. Yes/No							
b.	Name(s)			b.	b.						
c.				C.							
d.	d. Date(s) they left		d.								
NOTE - A COPY OF EACH PERSONS STUDENT CERTIFICATE MUST BE PROVIDED UNLESS ATTENDING EITHER BRISTOL UNIVERSITY OR THE UNIVERSITY OF THE WEST OF ENGLAND I declare that the information given in this application is true and accurate to the best of my											
knowledge and belief and that I will advise you if my/our circumstances change. Please note that it is a criminal offence to claim when not entitled, and the Council will take action against anyone it discovers falsely claiming.											
Nar	ne (In block capitals):										
Signature						Date					