



# 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:

