

Revenues & Benefits Services

Council Tax

Application for Discount/Exemption -
Full Time Student



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Please use black ink and block capital letters or typescript

Background

The Council Tax due on a property may be discounted or made exempt to reflect the personal circumstances of the adult residents. For the purpose of this reduction, adults who fulfill one of the following requirements shall be disregarded when counting the number of adults in the house. If all adults meet one of the following requirements then an exemption will be awarded.

1. A person taking a full time specified course of education at a UK University or Further Education Establishment which lasts for at least 24 weeks within each academic year and where the period of study consists of, at least, 21 hours per week.
2. A person, aged under 20, taking a qualifying course of education at an educational establishment where the period of study exceeds, at least, 12 hours per week and the course taken is not as a consequence of an office or employment held, nor arranged under any of the youth training schemes.
3. A person registered with the British Council and working as a foreign language assistant at a school or other educational institution in Great Britain.

In order to claim a discount/exemption, please complete Section 1, ask the Educational Establishment to complete Section 2 where applicable, sign the declaration on Page 2 and return the form to the address at the bottom of the page along with the appropriate supporting documentation.

Applicant Details

Name		Council Tax Reference	
Property Address			

Section 1: To be completed by the applicant

I apply for a reduction on the basis that the resident named below fulfils one of the requirements as defined above.

Name		Date of Birth	
The number of adults (including the above named) usually resident in the house is	<input type="text"/>		
If, you are a recent school/college leaver please confirm the date you left (insert date)			

Please read the Declaration and Data Protection Statement on Page 2 and sign the form before returning

Section 2: To be completed by the Educational Establishment

I confirm that the person named in Section 1 is undertaking the following course of education:-

Certificate/Qualification		Course Name	
Course Start Date		Course End Date	
Length of course within academic year (months)			
Average attendance per week (hours)			
Establishment Stamp		To be signed by the Registrar or Students Records Dept	
		Signature	
		Position	
		Date	

Declaration

I declare that the information supplied on this form is true, complete and correct to the best of my knowledge and that I will notify the Council within 21 days of any change in circumstances which may affect my liability i.e. status no longer applies or the number of adults increases/decreases. I understand that failure to provide this information is an offence which may make me liable to an initial penalty of £50 and then £200 for each subsequent offence. I understand that any discount awarded as a result of misleading statements deliberately given on this form will be recovered in full. I understand that to deliberately provide false information is a criminal offence and may result in prosecution.

Signature		Date	
Email Address		Daytime Telephone No.	

Data Protection Act and General Data Protection Regulations ("GDPR")

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes of administering and collecting council tax and applying relevant reductions, discounts and exemptions; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds. Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as credit reference agencies, service providers/contractors and/or partner bodies).

For further information detailing how East Dunbartonshire holds and uses your information please refer to the privacy notice enclosed with this form. Details are also available on our website at: <http://www.eastdunbarton.gov.uk/counciltax>

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुमोद करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।