

COUNCIL TAX - STUDENT DECLARATION FORM

Declaration for a Council Tax discount or exemption for properties occupied by: -

- full-time student, non-British spouse, foreign language assistants and student nurses.

Can I claim?

If you are a student or there is a student in your home, you may be entitled to a Council Tax discount/exemption.

If your home is totally occupied by full-time students a Council Tax exemption may apply.

If a resident of Royal Greenwich is studying on a full-time course elsewhere and the Royal Greenwich property is left unoccupied during the term-time, a Council Tax exemption may apply.

What is a full-time student for Council Tax purposes?

A student is someone undertaking a course of education that lasts for at least one academic or calendar year and who is required to attend for at least 24-weeks each year and undertakes periods of study for a minimum of 21-hours each week in attendance **OR**

Is a 19/20-year old still at school undertaking a minimum of 12-hours study per week in attendance.

How to claim a Council Tax Discount or Exemption

Complete and return all of this form and send one of the following for EACH student: -

A Council Tax Student Certificate provided by the College/University. This **must** show the full name of the student, their date of birth, the date their course started and is expected to end and include confirmation that it is a full-time course of education within the meaning of Schedule 1 of the Local Government Finance Act (LGFA) 1992.

For 19/20-year olds still at school or further education colleges:

Provide **either** a copy of your letter confirming your entitlement to child benefit **OR** a letter from the school or college confirming that the student is studying in attendance for a minimum of 12-hours per week and lasts for at least 3-months. It **must also include** their date of birth and when their course is expected to end.

For non-British spouses of full-time students

If you are a non-British spouse or dependent of a full-time student, then a discount may apply if you are: -

- **not a British Citizen.**
- **prevented by immigration regulations from taking paid employment or claiming benefits.**

To claim this discount, you need to **fully complete** the student application and **provide a copy of your visa or passport** confirming you have no recourse to public funds or are prevented from working. **This should be sent with the student certificate for your spouse.**

For Foreign Language Assistants

Are treated as students during any period that they are appointed as such as a school or other educational establishment, provided that they are **registered as a foreign language assistant with the British Council.**

To claim this discount, you or your educational establishment will need to complete the separate application for foreign language assistants.

For Student Nurses

If you are a student nurse not on a full-time course at college or university, you may qualify for a discount if: -

- **you are following a course leading to registration of Parts 1, 2, 3, 5, 6 or 8 of the Nursing and Midwifery Council register as a first inclusion to the register.**

The register is maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979.

To claim this discount, you will need to complete this form and provide proof of your status as a student nurse.

If you are a student nurse on full-time course, then the application process is the same as that for a full-time student.

PLEASE COMPLETE ALL PARTS OF THE FORM

Property Address:

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Email address:

Telephone number:

Council Tax account number:

Please write in the spaces below, the name of all occupiers over the age of 18 (whether a student or not). EACH OCCUPIER MUST SIGN AND DATE THE DECLARATION OVERLEAF

Title	Surname	First Name	Date of Birth	Date moved in the property	Start date of course	End date of course

Data Protection Disclaimer

The information contained on this form may be shared with other departments of the Council. Please inform this office in writing if you do not wish this to happen.

Changes in circumstances: Should any leave/join the household, should any of the above either reduce their hours of study, leave, interrupt or change their course of study – **they must notify Royal Greenwich immediately.**

Declaration (to be completed, signed and dated by ALL occupiers over the age of 18)

Please read carefully before you sign.

I/We confirm that the information I am about to provide is correct. I/We understand that any exemption will only be awarded on the basis of my current circumstances, and I/We will notify Royal Borough of Greenwich of any changes within 21 days of the change happening. I/We understand that if I/We fail to report such a change a fixed penalty may be imposed and I/We will have to repay any overpaid exemptions.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information I have provided on this form within this authority for the prevention and detection of fraud. Royal Borough of Greenwich may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We confirm I/We have read, understood and agree to comply with the declaration above.

Signed:	Print Full Name:	Date:
Contact number:	Email address:	
Signed:	Print Full Name:	Date:
Contact number:	Email address:	
Signed:	Print Full Name:	Date:
Contact number:	Email address:	

Please complete the following:

Do you own the property you now live in? Yes No

Name of your landlord/agent:

Address of your landlord/agent:

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Contact telephone number of landlord/agent:

Date of vacation of previous occupier:

Forwarding address of previous occupier:

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Please attach a copy of your tenancy agreement

If you are the owner of the property, please complete the following:

Date of purchase:

Your previous address :

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Appeals

If the Royal Borough of Greenwich decides not to award a discount/exemption, you can appeal in the first instance to the Council Tax section within 28-days of the notice of our decision, stating your reasons. However, you may not appeal against the amount of the discount.

Please note:

Making an application for a discount is not grounds for non-payment of your Council Tax. Payments must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

What we need

This form completed and returned with the original Council Tax Student Certificate/s which can be obtained from the college/university that you are attending and a copy of your tenancy agreement to:

Royal Borough of Greenwich

Council Tax
The Woolwich Centre
35 Wellington Street
London SE18 6HQ

Where can I get help and advice?

You need to make an appointment to see us at:

The Woolwich Centre 35 Wellington Street London SE18 6HQ	The Eltham Centre 2 Archery Road London SE9 1HA
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Telephone: 020 8921 4147

Email: counciltax@royalgreenwich.gov.uk

Appointment: www.royalgreenwich.gov.uk

