

## COUNCIL TAX DISCOUNT APPLICATION STUDENTS

Name

Account no.

Address

(this is shown on your Council Tax bill)

### **IMPORTANT INFORMATION - PLEASE READ THE NOTES BELOW BEFORE FILLING IN THIS FORM:**

An adult who is a student will not be counted when working out the Council Tax bill.

A discount will apply where all but one of the adults living in a property are students. There will be no discount if 2 or more adults who are not students live in a property (unless they fall into another discount class). An adult is someone who is aged 18 or over. For example:

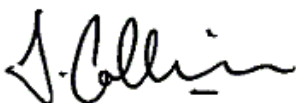
- 2 adults live in a property. 1 adult is a student = 25% discount
- 3 adults live in a property. 1 adult is a student = 0% discount

To be classed as a student for Council Tax a person must be either:

1. A Foreign Language Assistant registered with the British Council, or
2. A person taking a full-time course of education at a prescribed educational establishment. A full-time course is one which lasts for at least one academic or calendar year with a requirement to undertake periods of study, tuition or work experience for at least 21 hours per week on average over a minimum period of 24 weeks, or
3. Aged under 20 and taking a qualifying course of education. A qualifying course of education is one usually studied between the hours of 8:00am and 5.30pm, lasts for more than 3 months and the number of hours per week for the course (or if taking more than one course the total number of hours) is more than 12. Please note that a correspondence course is not a qualifying course of education.

If you wish to apply for the student discount please complete the details on the back of this form.

Yours faithfully



Strategic Director and Borough Treasurer  
Resources and Digital

#### **WHERE SHOULD I SEND MY COMPLETED FORM?**

**Return by post to:** Gateshead Council, Council Tax Section, Civic Centre, Regent Street, Gateshead NE8 1HH

**Return in person to:** Council Tax Reception Desk at the Civic Centre

Alternatively scan and email your completed application to [counciltax@gateshead.gov.uk](mailto:counciltax@gateshead.gov.uk)

## COUNCIL TAX DISCOUNT APPLICATION – STUDENTS

I can confirm that the information I am about to provide is correct. I understand that any discount will only be awarded on the basis of my current circumstances. I will inform Gateshead Council of any change within 21 days of the change happening. I understand that if I fail to report such a change a fixed penalty may be imposed on me and I will have to repay any overpaid discount.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

In accordance with Data Protection Law, Gateshead Council may use any information you give us to prevent or detect fraud or other crimes. Gateshead Council may also share information with other Council Services or public organisations if required by Law to do so.

**1. NUMBER OF RESIDENTS** – Please tell us the names of all people (including yourself) over the age of **16** who usually live in the property.

Full Name	Date of Birth	Are They a Student? Yes / No

**2. STUDENT(S) DETAILS** – Please tell us the educational establishment where the student(s) is registered along with details of their course.

Name of Student	Name of Educational Establishment and Course Studied	Start Date of Course	End Date of Course

**IMPORTANT** - IN ORDER FOR ANY DISCOUNT TO BE AWARDED YOU MUST PROVIDE A STUDENT CERTIFICATE FOR EACH STUDENT.

A STUDENT CERTIFICATE CAN BE OBTAINED FROM THE UNIVERSITY / COLLEGE ADMINISTRATIONS OFFICE. PLEASE NOTE THAT GRANT DETAILS, ENROLMENT FORMS OR ADMISSION DOCUMENTS WILL NOT BE ACCEPTED AS PROOF OF STUDENT STATUS. WITHOUT THE STUDENT CERTIFICATE GATESHEAD COUNCIL WILL NOT PROCESS YOUR APPLICATION FOR DISCOUNT.

IF YOU ARE UNDER 20 AND TAKING A QUALIFYING COURSE OF EDUCATION OR YOUR PLACE OF STUDY DOES NOT ISSUE STUDENT CERTIFICATES PLEASE SUPPLY A LETTER FROM YOUR SCHOOL HEADTEACHER / COLLEGE ADMISSIONS OFFICER CONFIRMING YOUR STUDENT STATUS.

I HAVE ATTACHED A STUDENT CERTIFICATE / LETTER FOR EACH STUDENT (please tick):