

## COUNCIL TAX EXEMPTION APPLICATION STUDENTS (CLASS N)

<b>Name</b>	<input style="width: 95%;" type="text"/>	<b>Account no.</b>	<input style="width: 95%;" type="text"/>
<b>Address</b>	<input style="width: 100%; height: 100%;" type="text"/>		

(this is shown on your Council Tax bill)

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

Adults who are classed as Students are not counted when working out the Council Tax bill.

An exemption from the payment of Council Tax will apply when all the adults living in a property are Students. An adult is someone who is aged 18 or over.

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. Examples of this type of course are a first Degree or a higher Degree, 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. Examples of this type of course are A Levels, ONC or OND, or
4. A student's spouse / partner / civil partner or dependant who is a Non-British citizen and is prevented from taking paid employment or from claiming benefits whilst in the UK, or
5. Anyone aged 18 or 19 who has left a school or college between 1<sup>st</sup> May and 31<sup>st</sup> October in any year.

If all the people living in a property meet any of the above descriptions then the property will be exempt from the payment of Council Tax.

If you wish to apply for the student exemption 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 EXEMPTION APPLICATION - STUDENTS

I can confirm that the information I am about to provide is correct. All the people living in the subject property satisfy at least one of the categories of a Student as detailed on the front of this form. I understand that any exemption will only be awarded on the basis of the residents 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 exemption.

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. STUDENTS** – Please provide details of anyone undertaking a full-time course of education or who is a Foreign Language Assistant.

Full Name	Name of Educational Establishment	Course Start Date	Course End Date

Please supply a Student Certificate for each student to confirm student status. Without this proof Gateshead Council will not process your application. Please note that Grant details, Enrolment forms or Admission Documents will not be accepted as proof of student status.

Please tick this box once Student Certificate(s) attached.

**2. 18/19 YEAR OLDS** – Please provide details of anyone aged 18 or 19 and undertaking a qualifying course of education.

Full Name	Name of Educational Establishment	Course Start Date	Course End Date

Please supply a Student Certificate or letter from School Headteacher / College Admissions Officer to confirm student status. Without this proof Gateshead Council will not process your application. Please tick this box once Student Certificate(s) attached.

**3. STUDENTS SPOUSE / DEPENDANT** – Please tell us the details on any Non-British Spouse / Partner / Civil Partner or Dependant

Full Name	Date Moved In	Relationship to Student

Please supply a copy of the Visa, or any other proof, showing the restrictions placed on their right to enter or remain in the UK. Without this proof Gateshead Council will not process your application. Please tick this box once Visa or other proof attached.

**4. SCHOOL / COLLEGE LEAVERS** – Please tell us the details of anyone who is aged 18 or 19 and has left a school or college between the 1<sup>st</sup> May and 31<sup>st</sup> October this year.

Full Name	Name of Previous School / College	Date Left

If the school / college leaver has continued to remain (or has plans to remain) in education then please provide details in parts 1 or 2 above