



# Council Tax Disregard Application

## Students

Name and Address
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Property Reference No:	
Account Reference No:	
Date of issue:	

### Please read the information overleaf before completing this form

You should complete this application form in respect of any persons who you consider should be disregarded in the assessment of Council Tax discounts because they are students.

**NB - Please remember to enclose a student certificate for each person**

Total number of adults resident in the property (i.e. everyone aged 18 years and over)

### Persons to be disregarded

	Person 1	Person 2	Person 3
Full Name			
Date of birth			
Name of educational establishment attended			
Address of establishment			
Date course started			
Date course ended or is expected to end			
Title of course			

If there is insufficient space to list all relevant persons here please use a separate sheet of paper giving all the information required.

### Declaration

I declare that the information given above is, to the best of my knowledge and belief, true and accurate. I undertake to notify the Council immediately if I believe that I am no longer eligible for a reduction granted in respect of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

You must notify the Revenues Services of any changes in circumstances which may affect your application for discount.

**This form should be returned to the address below without delay**

### Revenues Services

PO Box 1358 Maidstone Kent ME14 9US  
 Telephone 01892 526121  
 e-mail [counciltax@tunbridgewells.gov.uk](mailto:counciltax@tunbridgewells.gov.uk)

Below are answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

**Q What are the conditions under which a student may be disregarded?**

A The person must be either:

(i) attending a full-time course of further or higher education at university, college or other educational establishment. The course must be of at least one year's duration and involve at least 21 hours' study per week for at least 24 weeks in the year.

OR (ii) under 20 years of age and attending a course which lasts more than three calendar months and involves at least 12 hours study per week. The course must not be undertaken by correspondence, or in consequence of the person's job, nor must it be a course of higher education.

**Q What happens during vacations?**

A The person will continue to be disregarded throughout the whole period of their course, which includes vacations between terms.

**Q How do I apply?**

A Complete the form overleaf and return it, together with a Student Certificate for each person completed by the Certification Officer at their College. (The Certification Officer is likely to be the person who is responsible for the enrolment of students at the establishment. He / she will supply a certificate, on request, verifying the course being undertaken and the period of attendance).

**Q For how long will the discount be allowed?**

A For as long as there are fewer than two adults in the property who are not disregarded.

If there is any change in circumstances then you must notify us the Revenues Service.

Failure to do so may result in a penalty being imposed.

**Data Protection**

Tunbridge Wells Borough Council takes its obligations under the Data Protection legislation very seriously and will not disclose information to any unauthorised person. This authority is under a duty to protect the public funds it administers and to this end may use the information held on our computer system for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Information provided by you may also be disclosed to other council departments to enhance any services offered to you.

If you have any other queries about discount or would like any more information about Council Tax, please contact the Revenues Service at the address shown overleaf.