



# COUNCIL TAX DISCOUNT APPLICATION FOR STUDENTS



Please complete this form as appropriate and return it to :  
**Revenues & Benefits Services**  
Town Hall, Watford, WD17 3EX  
Tel: 01923 278466  
Email: [counciltax@watford.gov.uk](mailto:counciltax@watford.gov.uk)  
: [counciltax@threerivers.gov.uk](mailto:counciltax@threerivers.gov.uk)  
Website: [www.watford.gov.uk](http://www.watford.gov.uk)  
: [www.threerivers.gov.uk](http://www.threerivers.gov.uk)

Your Council Tax account number.....

Name.....

Address.....

.....

.....

Postcode.....

Contact Telephone Number.....

Email Address.....

**NOTES TO APPLICANTS  
PLEASE SEE OVERLEAF**

### Full names of all residents over 18

| Title | First Name | Surname | Residents to be disregarded* |    |
|-------|------------|---------|------------------------------|----|
|       |            |         | YES                          | NO |
|       |            |         |                              |    |
|       |            |         |                              |    |
|       |            |         |                              |    |
|       |            |         |                              |    |

\*See overleaf for disregards

## CERTIFICATES FROM THE UNIVERSITY OR COLLEGE MUST BE SUPPLIED WITH THIS APPLICATION FORM.

### Course Details

Name of Student.....  
College.....  
Name of course.....  
Course start date.....  
Course finish date.....

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### Declaration

I understand that I am required by law to tell the Council within 21 days if my circumstances change which then affects my entitlement to this discount and that I may be liable to a penalty if I fail to notify you.

I also understand that the information on this form may be used in connection with the administration of Council Tax, and may also be used by other Council departments, the Department of Work & Pensions and other public bodies for the prevention of fraud.

Signature:

Date:

# Council Tax – full time student disregard

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## Notes to applicants

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A student for Council Tax purposes is a person who satisfies one of the following:

### **A person undertaking a full-time course of education**

The person is enrolled at a prescribed educational establishment (see below);

The course must satisfy the following criteria:-

Spans at least one academic or calendar year;

Is for a minimum of 24 weeks during the year;

Any study, tuition or work experience is an average of 21 hours per week.

### **A person undertaking a qualifying course of education**

The student must be under 20 years of age;

Not on a full-time course of education;

Not undertaking the course as a result of employment

Not an apprentice or youth trainee.

The course(s) must:

Last for 3 calendar months;

Include, on average, an excess of 12 hours study per week;

Not be principally through correspondence;

Principally be carried out between 8.00am and 5.00pm.

### **Student Nurses on Project 2000**

The person must be undertaking a course leading to first inclusion on the register for Nurses, Midwives and Health visitors.

### **Foreign Language Assistant**

The person must be registered with the Central Bureau for Educational Visits and Exchanges.

### **Educational establishments for students are prescribed under Schedule 2 of S.I. 1992/548 and include;\***

A university

An institution within the HEFCE funding sector

A theological college

Any other institution established for providing courses of further or higher education.

\* However, a Ministry of Defence training establishment for the armed forces does not fall within the above definition

\*\* [www.ukrlp.co.uk](http://www.ukrlp.co.uk) to confirm prescribed establishment