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# Council Tax

## Student discounts & exemptions

You only pay full Council Tax if there are two or more adults (aged 18 or over) living in your property as their main residence.

Some adults can be disregarded, including certain students.

You will receive a 25% discount if there is only one adult in your property who is **not** a student. If **everyone** living in the property is a student, it will be exempt from Council Tax.

### Who counts as a student?

Someone of any age who is undertaking a full-time course of higher education for **at least** one academic or calendar year, **and**

- undertaking the course for at least 24 weeks each year, with periods of study, tuition or work experience which average at least 21 hours per week, or
- undertaking a Nursing Diploma course, or
- undertaking a student midwife course, health visitor course or is a student nurse at university, or
- a Foreign Language Assistant, where they are appointed as such, at a school or other educational establishment, provided they are registered with the Central Bureau for Educational Visits and Exchanges.

Correspondence, online and Open University courses **may** count as qualifying courses, depending on whether they form a full-time course of education. Evening classes and job-related training where the course is being taken in consequence of the person's employment do not normally count as qualifying courses for Council Tax purposes.

### Students in further education and under 20 years of age

Students can also be disregarded for Council Tax purposes if they are **under 20 years old** and undertaking full-time **further** education (for example, A-levels, ONC or Foundation Courses) which is not an evening class, correspondence course or undertaken as a result of the person's office or employment.

The education must last at least 3 months, and tuition and study should exceed 12 hours per week and normally be carried out between 8am and 5.30pm. Child Benefit may have ceased or not been claimed in respect of the student.



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### How do I apply?

Complete the attached application form, or write to the Customer Accounts section at Central Bedfordshire Council. You must confirm:

- Your name and the address where you want to apply for a discount
- The name and date of birth and course details for each student in the property
- The number of adults living in the property

**You must also provide a student certificate for each student in the property.** Ask the student's college or university for a Student Certificate for Council Tax Purposes.

### How long will the discount or exemption last?

The discount will normally apply from the course start date, and end on the last day of the course. It will include all vacation periods.

If the property is exempt, this will continue whilst **all** the occupiers are students.

The following types of changes may affect your discount / exemption and you should let us know if:

- Another adult comes to stay with you and this is their main home
- A child reaches the age of 18
- You leave the property on a permanent basis
- The student leaves their course before it is due to end
- The student leaves the property on a permanent basis

If you're not sure whether a change will affect your discount or exemption, please contact us. Your student discount / exemption may end, but you may be entitled to another discount based on your new circumstances (for example, a Single Person Discount if you are the only adult left in the property).

### Contact us...

by telephone: 0300 300 8306

by email: [customer.accounts@centralbedfordshire.gov.uk](mailto:customer.accounts@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk/counciltax](http://www.centralbedfordshire.gov.uk/counciltax)

Write to Central Bedfordshire Council, Watling House,  
High Street North, Dunstable, Bedfordshire, LU6 1LF

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# Application

## Student discount / exemption

### Customer Accounts

Central Bedfordshire Council  
Watling House  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

Full name(s) of person or people  
liable to pay Council Tax

Address

Telephone number (optional)

Email address (optional)

Council Tax reference number

### Student details

Name of student

Date of birth of student

Name of College / University

Title of course

Period of course

 to

Number of hours of tuition / study

hours per week

I enclose a student certificate

If there is more than one student in the above property, please provide details about each of them **and** send us a student certificate for each one.

(There is space on the back of the form to tell us about other students in the property.)

How many adults over the age of 18 are resident in the above property,  
**including** the person or people named as a student?

adults

### Declaration

I confirm that the information supplied on this form is correct, and will notify you within 21 days if the circumstances giving rise to the discount change.

Signed

Full name

Date



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**Student details (continued)**

Please tell us about any other students living in your property below.

**Second student details**

Name of student	<input type="text"/>
Date of birth of student	<input type="text"/>
Name of College / University	<input type="text"/>
Title of course	<input type="text"/>
Period of course	<input type="text"/> to <input type="text"/>
Number of hours of tuition / study	<input type="text"/> hours per week
	<input type="checkbox"/> <b>I enclose a student certificate</b>

**Third student details**

Name of student	<input type="text"/>
Date of birth of student	<input type="text"/>
Name of College / University	<input type="text"/>
Title of course	<input type="text"/>
Period of course	<input type="text"/> to <input type="text"/>
Number of hours of tuition / study	<input type="text"/> hours per week
	<input type="checkbox"/> <b>I enclose a student certificate</b>

**Fourth student details**

Name of student	<input type="text"/>
Date of birth of student	<input type="text"/>
Name of College / University	<input type="text"/>
Title of course	<input type="text"/>
Period of course	<input type="text"/> to <input type="text"/>
Number of hours of tuition / study	<input type="text"/> hours per week
	<input type="checkbox"/> <b>I enclose a student certificate</b>

**Fifth student details**

Name of student	<input type="text"/>
Date of birth of student	<input type="text"/>
Name of College / University	<input type="text"/>
Title of course	<input type="text"/>
Period of course	<input type="text"/> to <input type="text"/>
Number of hours of tuition / study	<input type="text"/> hours per week
	<input type="checkbox"/> <b>I enclose a student certificate</b>

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