



Ashfield

DISTRICT COUNCIL

DISCOUNT APPLICATION - STUDENT

A discount may apply for students undertaking a full time course of education at a prescribed educational establishment. One form should be completed for each person who is a student.

Please read the guidance notes overleaf before completing this form.

Number of occupants having their sole or main residence in this property aged 18 or over.		Name of liable person ie taxpayer

If there are only two persons in the household, please state relationship of student to liable person		Is spouse or dependent of student a British citizen?	YES/NO

Full name of student	
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Full title of course being undertaken	
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Please indicate type of course by ticking the appropriate box	Further Education <input type="checkbox"/>	Nursing <input type="checkbox"/>
	Higher Education <input type="checkbox"/>	Other <input type="checkbox"/>

Name and address of educational establishment attended	
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Please give start and finish dates of the course	Start Date	DD	MM	YY	End Date	DD	MM	YY

Please state student's date of birth	DD	MM	YY	Is child benefit still in payment in respect of student?	YES/NO

Please state term-time address of the student	
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If the term-time address is not in the Ashfield area, please state date student occupied term-time address	DD	MM	YY

If the student is no longer attending the course, please state date he/she finished	DD	MM	YY

Please confirm if you are in paid employment	YES	NO	If yes, how many hours a week do you work	

Declaration:	I declare that to the best of my knowledge and belief, the particulars shown above are true, accurate and complete. I enclose a copy of my Student Certificate, and will inform you within 21 days of any change in my circumstances.
Name	Date.....
Signature	Tel No:
Capacity in which signed	
Email address:	

NOTES FOR GUIDANCE

WHAT IS A STUDENT?

A Student is a person who can be regarded as –

a foreign language assistant.

The person must be registered with the Central Bureau for Educational Visits and Exchanges as a foreign language assistant and be appointed as a foreign language assistant at a school or other educational institution in Great Britain.

(A) a person undertaking a full time course of education (including Project 2000 Nurses). The person must be enrolled with a prescribed educational establishment for the purposes of attending a full-time course of education.

A full-time course is one which lasts for at least one academic year of the establishment or for at least one calendar year where the establishment does not have academic years. The student must be required to attend the course for a **minimum** of 24 weeks in each academic year and must undertake periods of study, tuition or work experience which together **average** 21 hours per week.

Work experience is work undertaken as part of a curriculum of the course at the student's place of employment, where they are providing services under their contract of employment, or at a place where a trade, business, profession or other occupation, which is relevant to the subject matter of the course, is carried out and they are there for the purposes of gaining experience. A course will not be treated as full-time if the aggregate time spent on work experience exceeds the aggregate of time spent in studying or tuition.

(B) a student nurse.

The person must be undertaking a course which would lead to registration on any of Parts 1 to 6, or 8 of the Register maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979, as a first inclusion on that Register.

WHAT DO I DO NOW?

You should take this completed form with your **Student Certificate** (which can be obtained from the educational establishment*) to any of the Council's Offices shown below:

Urban Road Kirkby-in-Ashfield, Brook Street Sutton-in-Ashfield, Watnall Road Hucknall or send it by post to: Revenues Services, Ashfield District Council, PO Box 5752, Kirkby-in-Ashfield, Nottingham NG17 8QW

*Please note enrolment form is not sufficient.

IMPORTANT

If you do not return this form by the return date shown overleaf, it will be assumed that you do not wish to continue with this application.

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WHAT IS A STUDENT CERTIFICATE?

A Student Certificate must be obtained from the Student's educational establishment, and must contain the following information:

- (a) name and address of the educational establishment
- (b) the full name of the person to whom it is issued
- (c) the person's date of birth
- (d) a statement certifying the person is following, or has followed a course of education as a student or student nurse.
- (e) the date the person became a student or student nurse at the establishment and the date the course has ended, or is expected to end.

HOW WILL I BE INFORMED OF THE OUTCOME OF MY APPLICATION?

If discount can be awarded because all persons apart from one can be disregarded for the purposes of Council Tax, a revised demand will be issued to the liable person. If discount cannot be awarded, the liable person will be notified of the reasons for the disallowance in writing.

Please note that when a property is occupied wholly by students (not student nurses), or the student's spouse or dependent is not a British citizen and is prevented from taking paid employment or from claiming benefits, an exemption from Council Tax will apply, and a revised demand will be sent to the liable person.

CAN I APPEAL?

Yes, if the Council Tax Officer does not grant a discount or exemption, there is a right of appeal against such a decision. The first step is to make written representations to the Council. The Council has two months in which to consider your representations. If the Council rejects your arguments or it acts on your complaint but you are still not satisfied, or at the end of two months you have not heard from the Council, you will be able to appeal to the Valuation Tribunal.