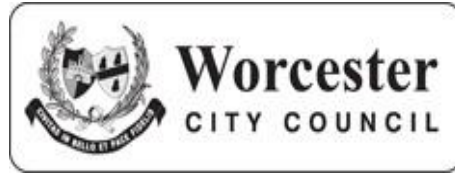




www.malvernhills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

APPLICATION FOR COUNCIL TAX STUDENT DISREGARD OR CLASS N EXEMPTION

Please read the guidance notes overleaf and if you believe you are eligible for a discount / exemption complete this application form in full using black ink and return it to the address overleaf.

Failure to provide any of the information requested may result in unnecessary delays.

Account or property reference (if known):		
Full name of applicant:		
Full residential address of applicant:		
Date from which you wish to claim the discount / exemption:	/	/
How many adults have their main residence in the property?		
Full name(s) of student(s):		
Are there any residents aged under 18 years old?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES , what are their full names and their dates of birth?		
1.	/	/
2.	/	/
3.	/	/

PLEASE ENSURE THAT COPIES OF ALL COUNCIL TAX EXEMPTION CERTIFICATES ARE ENCLOSED WITH YOUR APPLICATION FORM. THESE ARE OBTAINED FROM YOUR COLLEGE OR UNIVERSITY (A CERTIFICATE OF ENROLMENT / REGISTRATION IS UNACCEPTABLE).

Daytime telephone number:
Email address:
Do you wish to receive your bills by email? YES [] NO []
*Not compulsory but may help if we have any queries.

Please continue overleaf.../

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Full name:	Signed:
	Date: / /

Guidance Notes

The person who is liable to pay the Council Tax bill for your home must apply for the exemption or discount disregard. Where more than one person is liable to pay the bill, any one of the "liable persons" can make the application.

A student or student nurse can be disregarded for Council Tax discount purposes ONLY if ALL of the following conditions apply.

Full-Time Students –

- Attending a prescribed educational establishment
- Undertakes a course of at least one academic or calendar year
- The course normally requires the student to attend for at least 24 weeks each year and for at least 21 hours per week (this includes attendance, tuition, study or work experience)

Please note that where a person undertakes work experience, it is a requirement that the period of work experience does not exceed 50% of the total course time except in the case of student teachers who are exempt from these rules.

Open University courses, subject to meeting the criteria would be considered as full time courses. Likewise Project 2000 nurses are regarded to be a student for the purposes of these provisions.

Under 20 and Undertaking Qualifying Course of Education –

A person can be disregarded if the following criteria are met in full:

- Aged under 20
- Not undertaking a full time course of education
- Undertakes more than 12 hours of study per week
- The course is for more than 3 calendar months
- The course is not one of higher education
- The course is otherwise than correspondence
- The course is not undertaken as part of a person's employment (day release, etc.)
- The course is normally carried out during 8.00am to 5.30pm
- The time criteria must consist of tuition, supervised study, exercise or project work

Full written evidence or a student certificate will be required along with proof of date of birth

Student Nurses -

- Attending University or Polytechnic as full time students
- On Project 2000 courses
- Undertaking traditional nurse training leading to initial registration on the Nursing Register

PLEASE NOTE: These student disregard rules are laid down by Government regulations, not by the Council. The Council are not able to change these rules. If there are 2 or more adults in the property who are not disregarded for any reason no exemption / discount will be applicable.