



Guildhall
Marshall's Yard
Gainsborough
DN21 2NA
Telephone: (01427) 676676
Web: www.west-lindsey.gov.uk

Property Reference:

Account Reference:

Date:

STUDENT DISCOUNT

The full Council Tax is made up of a property element (50%) and a person element (50%). The full charge assumes that there are two (or more) adult occupiers and if there is only one adult occupier a discount of 25% may be claimed.

Certain people are "disregarded" for Council Tax purposes – that is they are treated as if they are not resident, which can result in a discount.

A person normally resident in the property and who is a STUDENT will be disregarded if they satisfy the conditions set out below:

- Undertaking a full time course of education at a University, Theological College or other institution or establishment which provides further or higher education, which lasts for at least one year, and which averages 21 hours study / tuition / work experience in one week for a period of at least 24 weeks in one year. **OR**
- Under 20 years old undertaking a qualifying course of education which is not higher education or a correspondence course which takes place between the hours of 8.00am and 5.30pm, for at least 12 hours per week and lasts for at least 3 months. **OR**
- A foreign exchange student, registered with the Central Bureau for Educational Visits and Exchanges, and is appointed as such to a school or other institution in the UK.

If you are a full time student and live with your spouse, civil partner or dependant who is not a British citizen, and has been given immigration permission to be in the UK with a 'no recourse to public funds' condition, or a prohibition on paid employment endorsed in their passport, on their Biometric Residence Permit (BRP) or visa they may also be disregarded for Council Tax.

- A copy of their passport, Biometric Residence Permit (BRP) or Visa clearly showing the restriction must be provided with this application form.

IN ORDER FOR AN EXEMPTION TO BE CONSIDERED, PLEASE COMPLETE THE FORM OVERLEAF AND RETURN TO THE ABOVE ADDRESS OR BY EMAIL TO council.tax@west-lindsey.gov.uk

Please complete this form in full as West Lindsey can only use the information provided by you. Should you have any queries, require further information or have difficulty reading this form, please contact West Lindsey at the above address.

Please Continue Overleaf

PLEASE COMPLETE THIS FORM IN BLACK INK

SECTION 1

Name of Student:	Date of Birth:
Name and Address of College/University:	What is your term time address:
Name and Level of course:	Length of course:
Start date:	Expected end date:
Which year or part of year being studied:	Is any work experience included this year in the course? YES / NO
If YES , please give details:	

SECTION 2

Please provide a STUDENT CERTIFICATE, available from your Registrar confirming your student status.

A discount will NOT be granted until this claim form together with a student certificate has been correctly completed and returned to the Council Tax Section

SECTION 3

Total number of adults aged 18 years or over who are resident in the property:	<input type="text"/>
Total number of students living in the property:	<input type="text"/>
(Please also give the name(s) and date(s) of birth of anyone who is aged 16 or 17)	
Name _____	Date of birth _____
Name _____	Date of birth _____
Name _____	Date of birth _____

SECTION 4

Name of Spouse or Dependant:	Date of Birth:
What is their address:	Do they have access to public funds, or are they prohibited from taking paid employment? YES NO <input type="checkbox"/> <input type="checkbox"/>
	If YES , please provide a copy of their passport, Biometric Residence permit or visa.

Statement

Warning: Deliberately giving false information could lead to prosecution

I understand the following:

You will use the information I have provided to determine my liability for and to collect my Council Tax.

You may get information about me from, and give information about me to, other sections of the Council, with other Councils and with other government departments to:

- determine eligibility for Housing Benefit
- determine liability for and collection of Council Tax
- update details for other payments due to the Council, for example, car parking season tickets or annual payments for extra green garden bins
- assess and collect other taxes and duties
- help detect and prevent fraud/crime

I declare that the information I have given on this form is complete and accurate to the best of my knowledge and I understand that West Lindsey District Council may check the information given.

Signature:		Date:	/ /
Full Name (please print)		Mobile:	
Telephone number:		Email:	

If you would like to receive future bills by email, please tick box

Please note this form can be completed in full then scanned or photographed and returned by email to council.tax@west-lindsey.gov.uk

West Lindsey District Council Privacy Notice

To find out more about why we need your information, what we will do with it and how to contact us if you have any concerns or questions, please read our 'privacy notice' <https://www.west-lindsey.gov.uk/privacy/>

For Revenues specific concerns or questions please read our Revenues Privacy Notice <https://www.west-lindsey.gov.uk/privacy/revenues-privacy-notice/>

If you require a written copy of either of these statements, please contact the Customer Service team on 01427 676676