



Customer Services
 Stirling Council
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Name:
 Address:

For Office Use Only CT14 03/10

Payment Ref.	
Date of Issue	

Council Tax Discount : Claim Form Students

Background

A property occupied by students only is exempt from council tax - this means that no tax is payable. If the residents in your property are a mix of students and non students, 25% discount may be due.

Please read the notes on the back of this form for the definition of a "student".

How to Claim (Complete in BLACK INK)

Please fill in this form and send it back with a certificate for each student's university / college in the postage paid envelope. **A certificate is not required if you are an undergraduate at Stirling University.** (This information is supplied direct if you have authorised the University to provide us with your details, if not please provide certificate.) If you need any help to fill in this form please contact us.

Section 1 : Names of all residents in the household including non students (aged 18 or over). Provide registration numbers for the students and the name of the college or University.

Name	Registration No.	College/University
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 2 : Start of tenancy:

Section 3 : Declaration

1. I declare that all the details that I have given on this form are true and complete.
2. I shall notify the Council immediately if any of the details change.
3. I understand that Stirling Council must protect public funds and may use these details to prevent and detect fraud, part of this process may involve the use of credit reference agencies. I understand that the information may also be shared for the same purposes with other organisations handling public funds.
4. I understand that under the Data Protection Act I have a right to a copy of the information Stirling Council holds on me and that I may be charged for this service.

Signed (Householder) Date

e-mail address Daytime Phone No
 (in case of query)

Please turn over

Description of a Student for Council Tax purposes

Students

The student's course must:

- be provided by a specified university, college or polytechnic; and
- require attendance for at least 24 weeks in each academic year; and
- require 21 hours or more attendance per week.

Students aged under 20

Persons aged under 20 are defined as students if their course

- requires more than 12 hours attendance per week for 3 months or more up to Higher Scottish Certificate of Education and
- is not a correspondence course, an evening class or in connection with their employment

Foreign Language Assistants

Foreign language assistants must be registered with the Central Bureau for Education Visits and Exchanges as a foreign language assistant.

Student Nurses

Only student nurses studying academic courses at college or university, or a Nursing Diploma Student qualify as students. Other student nurses may still qualify for a different discount and must get a Student Nurse Certificate to accompany their claim.

These notes do not cover every detail of the legislation. Please contact us if you want more information.