



Council Tax Student Exemption/Discount Application Form

Please return both pages of this form to: Local Taxation Division,
PO Box 968, Bristol, BS99 1ZG

Council Tax Account Number

Full name

Address

Property Description
e.g. House, Ground floor flat

Daytime phone number

Email address

In order to qualify for Student Exemption a property must be occupied exclusively by full time students.

The qualifying criteria for a full time student are;

- (a) a course which covers at least one academic or calendar year;
- (b) normally requiring attendance (whether at premises of the establishment or otherwise) for periods of at least 24 weeks in each academic or calendar year;
- (c) would normally require periods of study, tuition or work experience which together amount in each such academic or calendar year to an average of at least 21 hours a week.

In the event that one of the occupants is not a full time student then a discount may still be applicable.

Please note that owners and residents of exempt dwellings are required to notify the City Council if the assumption about exemption is wrong or if changes occur which are likely to affect entitlement to exemption. Failure to do so may lead to the imposition of a penalty.

Please complete the information overleaf and return **both** pages:

Council Tax Account Number or address

1. Total number of adult residents (aged 18 or over) living in the property	
2. Total number of adult residents who are full time students	
3. Total number of adult residents who are not full time students	

4. Please give details of all residents: -

Full Name	Date Moved In	Student Yes/No	Name of University or College	Period of Study/ Course	If UWE or Bristol University, state student number and if this is the 1 st year of study

5. Please complete this section if you are a single occupier (to get the single adult discount you must be the only person aged 18 or over living in your main home. You **will not** receive a discount if other residents are temporarily away from home; in hospital, a nursing home, working away or on holiday)

a. Prior to becoming a student, were you previously occupying the property with other persons? If yes, please provide their;	a. Yes/No
b. Name(s)	b.
c. Forwarding Address(es)	c.
d. Date(s) they left	d.

NOTE - A COPY OF EACH PERSONS STUDENT CERTIFICATE MUST BE PROVIDED UNLESS ATTENDING EITHER BRISTOL UNIVERSITY OR THE UNIVERSITY OF THE WEST OF ENGLAND

I declare that the information given in this application is true and accurate to the best of my knowledge and belief and that I will advise you if my/our circumstances change. Please note that it is a criminal offence to claim when not entitled, and the Council will take action against anyone it discovers falsely claiming.

Name (In block capitals): _____

Signature _____

Date _____