



**Broxtowe
Borough
COUNCIL**

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COUNCIL TAX DISREGARDED PERSONS APPLICATION FORM –STUDENTS (CTDISCO)

Council Tax Account Number: _____

Registered Address: _____

Students pursuing higher or further education courses are one of the categories of persons disregarded when the number of adults living in a property is counted to establish how much Council Tax is payable.

Please supply the details requested below for each student who has their **TERM TIME** address at this property. If you have a student certificate please provide a copy as this will help to verify your student status. Foreign language assistants will be classified as students if they are registered with the British Council.

BLOCK CAPITALS PLEASE

<u>Forename(s)</u>	<u>Surname</u>	<u>Exact Date of Moving In</u>	<u>Educational Establishment</u>	<u>Exact Course Start Date</u>	<u>Exact Course End date</u>	<u>Student ID Number</u>

I declare that the information given on this form is correct to the best of my knowledge.

Signature: _____

Date: _____

Full Name: _____

Telephone Number: _____

(For any queries)

Guidance Notes

The basic Council Tax bill assumes there are two adult residents in a dwelling.

If there is one resident the bill is reduced by 25%, if there are no residents and the dwelling is unoccupied and unfurnished, a discount of 25% is available for the first six months since the property became unfurnished. If there are more than two residents the bill is not increased.

Certain categories of people are disregarded when the number of adults in a dwelling is counted; these categories include students. Therefore if a student lives with their landlord, although there are two people in residence, only one exists for Council Tax purposes and the bill may be reduced by 25%.

PROPERTIES WHOLLY OCCUPIED BY STUDENTS WILL BE EXEMPT FROM THE COUNCIL TAX.

If any person listed as a student withdraws or is dismissed from their course, this information should be notified to Customer Services.

To be considered a student, a person must be:

1. Pursuing a full time qualifying course of education at a prescribed establishment, or
2. Under 20 years of age and pursuing a part time qualifying course of education, or
3. A Foreign Language Assistant registered with the British Council.

If you require any assistance with completing this application form, or you require any further information, please contact Customer Services.

Privacy Notice

For information on how we process and store your personal data, please view the Council's Privacy notice statement for further information:

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>