



Revenues Section - Council Tax School Leaver Application Form

Name

Address

.....

..... Postcode

Office use Only

Reference Number:

Date of Issue:

Please return by:

Enq Id:

Document Type: CTSLE

Information

If an adult (i.e. a person aged 18 years or over) resident in your property has left school during the current year, we may be able to give you a discount on your Council Tax bill for the period 1st May to 31st October of the current year.

To qualify for discount the school leaver must:

- be under 20 years of age.
- have left school on or after 1st May of the current year, after undertaking a qualifying course of education.

Note: A qualifying course of education is one up to GCE A level, or the higher grade of the Scottish Certificate of Education, or equivalent.

How to complete this form

If you feel that an adult resident in your property meets the conditions noted above, please complete the three parts of this form using BLOCK CAPITALS and **black ink**.

Parts 1, 2 and 3 should be filled in by the **liable person** (the person named on the bill).

If you would like any further information or help in completing this form, please telephone **(01343) 563456**.
Any information given will be treated in the strictest confidence.

Part 1 **Occupancy Details**

Council Tax account number

Do any of these people fall into the following categories? (Please relevant box)

Are you the only adult occupant? Yes No

If not, please state the number of **ADULTS** who live with you and give their **FULL NAMES** below.

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.....

.....

Students	<input type="checkbox"/>	Severely Mentally Impaired	<input type="checkbox"/>
Apprentices	<input type="checkbox"/>	YTT (YTS, Skill Seekers)	<input type="checkbox"/>
Student Nurses	<input type="checkbox"/>	Care Workers	<input type="checkbox"/>

Part 2**School Leaver Details**

School leaver's full name

School leaver's date of birth

Date left school

The name and address of the school

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Are you still receiving child benefit for the school leaver? Yes No If **No**, please tell us why

.....

Part 3**Declaration By Applicant**

I declare that the information on this application is true and correct. The Council will verify information on this form with other sources as allowed by law. I undertake to inform you of any change in circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature Date

Print Name Telephone No.

Email Mobile No.

Any information you provide will be used and retained on computer by the Authority, in accordance with the Data Protection Act 1998.

Please return this form to: **The Moray Council, Revenues Section, High Street, Elgin, IV30 1BX.**
If you wish further information regarding this form or any other Council Tax query, please contact us by:
Telephone: **01343 563456** Email: **revenues@moray.gov.uk** Visit our website: **www.moray.gov.uk**