



Moray Council
TAXATION SERVICES
Council Tax
Student Discount/Exemption Application Form

Name.....

Address.....

.....

.....

.....

..... Postcode.....

Office use Only

Account number.....

Date of issue.....

Please return by.....

Introduction

If an adult in your property is a student there may be entitlement to a Council Tax reduction.

Qualification

The following categories of occupancy may result in entitlement to a reduction. If the household is:

- (1) **occupied solely by students**, there may be entitlement to **100% exemption**;
- (2) **occupied solely by a student** and their **non-British spouse** (who must be prohibited from working/claiming benefits), there may be entitlement to **100% exemption**;
- (3) **occupied by students and non-students**, there may be entitlement to **25% discount**;
- (4) **unoccupied** but previously **occupied by students** and to be **reoccupied by students**, there may be entitlement to **100% exemption** for a four month period;
- (5) **unoccupied** but owned/leased by a student residing elsewhere, there may be entitlement to **100% exemption**.

Completion Instructions

If you think that your household may fall into one of the categories listed above and may qualify for a reduction, please complete this form in BLOCK CAPITALS and **black ink**.

Parts 1, 2, 4 and 5 should be filled in by the **Council Tax payer**

Part 3 should be filled in by the **university/college**.

For further information or help in completing this form please telephone **(01343) 563456**.

All information given will be treated in the strictest confidence.

Part 1: Occupancy Details

Council Tax account number

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

Are you the only adult occupant?
(Please '✓' the appropriate box)

Yes

☐

No

☐

Students

☐

Severely
Mentally
Impaired

☐

Apprentices

☐

YTT Skill
Seekers

☐

If '**No**', state how many ADULTS live with you
Please state their names below:

Student
Nurses

☐

Care Workers

☐

.....

.....

.....

Part 2: Information about the Property				
Your name.....		Your address.....		
	Postcode.....		
Address at which reduction is being claimed (including flat location).....				
	Postcode.....		
Landlord's name and address				
	Telephone.....		
Which reduction category does the property fall into?	1	<input style="width: 40px; height: 30px;" type="checkbox"/>	2	<input style="width: 40px; height: 30px;" type="checkbox"/>
	3	<input style="width: 40px; height: 30px;" type="checkbox"/>	4	<input style="width: 40px; height: 30px;" type="checkbox"/>
	5	<input style="width: 40px; height: 30px;" type="checkbox"/>	Please ✓ relevant box	
For Categories 4 and 5 , from which date did the property become unoccupied.....				

Part 3: University/College	
<p>Please arrange for the university/college to complete this part of the form. If there is more than one person who is a student, a separate form will need to be completed for each student.</p>	
Full name of student.....	
Name and address of university/college.....	
Student matriculation number.....	Date course started.....
Is the course full-time or part-time.....	Date course is due to finish.....
Title of course.....	
<p>Confirmation by University/College</p> <p>I/we confirm the above named person is a student and that the information supplied above is correct.</p>	
Signed..... PRINT NAME..... Date..... Position.....	<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto;"></div> <p>Official Stamp</p>
<p>Please state a contact name and telephone number should we require further information</p>	
Name	Telephone.....

Part 4: Non-British Citizen		
<p>If your spouse/dependant is not a British Citizen and lives in the property, please give their name(s) and date(s) of entry to the United Kingdom. They must also be prohibited from working or claiming benefits.</p>		
Name(s)	Relationship to Liable person	Date of Entry to United Kingdom
<p>Evidence of entry to the United Kingdom must be provided for spouse and dependants i.e. copy of passport details.</p>		

Name(s)	Relationship to Liable person	Date of Entry to United Kingdom

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Part 5: Declaration

I declare that the information on this application is true and correct. I authorise the council to make any necessary enquiries to check the information given on this application, including cross checking details with other council services and external organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

Signature Date

Print Name Telephone

Email Mobile

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Council Tax liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Council Tax Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**

If you require any further information regarding this form, please contact us by:

Telephone: **01343 563456** Webform: moray.gov.uk/ctxenquiry Website: www.moray.gov.uk