



Revenues Section - Council Tax Student Application Form

Name

Address

.....

..... Postcode

Office use Only

Reference Number:

Date of Issue:

Please return by:

Enq Id:

Document Type: CTEX4

Information

If there are student(s) in the property, you may be eligible for a reduction in Council Tax. For the purposes of Council Tax, a student is an adult (i.e. a person aged 18 years or over) undertaking a full time course, involving at least 21 hours of study each week at a UK educational establishment. To qualify, one of these conditions must be met:

- 1 **Occupied solely by students:** if a property is occupied solely by students, **exemption** may be awarded. If a student's spouse or dependant is not a British citizen and lives in the property there may also be an entitlement to **exemption**. The non-British citizen must be prohibited from working or claiming benefits.
- 2 **Occupied by students and non-students:** if more than one adult lives in the property and all but one is a student, a **discount of 25%** may be awarded.
- 3 **Unoccupied but previously occupied by students:** this **exemption** is for a maximum period of 4 months. It will only be granted if the property is to be re-occupied by students.
- 4 **Unoccupied but owned / leased by student living elsewhere:** if a student is living elsewhere because they are undertaking a full-time course of education, **exemption** may be awarded.

How to complete the form

If you feel that your property meets one of the conditions noted above, please complete the five parts of this form using **BLOCK CAPITALS** and **black ink**.

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

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

Parts 4 and 5 should be completed by the **liable person**.

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

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.

.....

.....

.....

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

- | | | | |
|----------------|--------------------------|----------------------------|--------------------------|
| 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 Information about the property

Your name

Your address Postcode

Part 2 Information about the property

Address at which reduction is being claimed (including flat location)
..... Postcode
Landlord's Name and Address
..... Telephone No.
Which reduction category does the property fall into? 1 2 3 4 (✓ the appropriate box)
For categories 3 and 4, from which date did the property become unoccupied

Part 3 University/College Details

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.

Full name of student
Name and address of university / college
Student matriculation number Date course started
Is course full-time or part-time Date course is due to finish

Confirmation by University / College

I/We confirm that the above named person is a student and that the information supplied above is correct.

Print Name
Signature
Position
Date.....

Official Stamp

Please state a contact name and telephone number should we require further information.

Name Telephone Number

Part 4 Non-British Citizen

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 in the UK.

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

Evidence of entry to the United Kingdom must be provided for spouses and dependants i.e. copy of passport details.

Part 5 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**