Tendring District Council

APPLICATION FOR COUNCIL TAX DISCOUNT -
SCHOOL LEAVERS, STUDENTS, 18 & 19 YEAR OLDS, STUDENT NURSES AND CHILD BENEFIT QUALIFIERS

Name and Address		
	Date:	
	Our ref:	
	Council Tax helpline	01255 686822

This form should be completed by the Council Tax Payer. Please read the notes overleaf before completing this form.

1. How many people aged 18 or over live in your household (please include yourself): [ ]

   Name of the person the discount is being claimed for: _____

   Date of birth: _____

2. A discount is being claimed because the person in Section 1 is either (please tick):

   a) 18 or 19 years old and still at school and Child Benefit is still being received. [ ]
   Please provide a copy of the DWP letter showing entitlement to Child Benefit

   b) 18 years old or over and undertaking a full-time course of further or higher education. [ ]
   Please enclose a valid student certificate obtainable from the college. (Not an acceptance/enrolment letter).

   c) 18 years old or over and a Student Nurse. [ ]
   Please provide confirmation or evidence from the Senior Nursing Officer.

   d) School leaver under the age of 20. *See overleaf for full details.* [ ]

3. **DECLARATION**

   I hereby apply for a Council Tax Discount and declare that the information I have given is true to the best of my knowledge and belief

   I undertake to notify the Council immediately if:

   i) the person leaves or is dismissed from the course

   ii) the course is completed

   Signed: _____ Date: _____

   Full name (please print): _____

   Daytime telephone no.: _____ | You are not obliged to give this information, but it may help speed up the process of your application

WARNING: Any person who provides false information or documents at the time of, or in support of, his or her claim or who continues to receive a discount when he or she knowingly fails to inform the Council of any relevant change of circumstances which occurs will be liable to prosecution.

Please read overleaf for information on Council Tax Discount for Students

OVER 18 AND ENTITLEMENT TO CHILD BENEFIT
Applies up to the date on which the entitlement to Child Benefit ceases.

SCHOOL LEAVERS
People under 20 who leave school or who finish a course at a further education college after 30th April in any year are disregarded for discount purposes until the next 1st November. He/she must have been undertaking a qualifying course of education (but not as the result of being an apprentice or YTS trainee) and have undertaken it for at least 12 hours per week.

STUDENTS
Anyone undertaking a full-time course of education, consisting of an average of 21 hours per week for at least 24 weeks in an academic or calendar year.

Or anyone under the age of 20 not on a full-time course of education, but are undertaking a qualifying course of education. A qualifying course is one which subsists for at least 3 calendar months and is not a course of higher education. The course must require at least 12 hours per week to be spent on the relevant activities of the course between 8.00am and 5.30pm.

STUDENT NURSES
Applies if the person is undertaking a course which would (if successfully completed)lead to registration on any of Parts 1 to 6, 8, 10 or 11 of the Register maintained under section 10 of the Nurses, Midwives and Health Visitors Act 1979(12), as a first inclusion on the Register.

Please Note: With effect from the 13th May 2011 a change to the Council Tax regulations* regarding students comes into effect.
The purpose of the change is:
- to allow those who have a sole or main residence in England and Wales who are undertaking a full-time course of education with an educational establishment situated in any Member State of the European Union to be treated as students for council tax purposes; and
- to clarify the status of full-time students undertaking distance learning with an educational establishment in any Member State.

TREATMENT OF DISTANCE STUDENTS
The Government has amended the definition of a person undertaking a full-time course of education in paragraphs 3 and 4 of Schedule 1 to the Discount Disregards Order so that the **requirement for attendance in relation to a full-time course is replaced by a requirement to undertake such a course**. The intention of the amended legislation is to clarify that students who are undertaking full-time courses of education, whether by physically attending the educational establishment or by other means, such as correspondence or on-line, and who meet the relevant qualifying requirements of the Discount Disregards Order are to be treated as full-time students for council tax purposes.
Currently, educational establishments in England and Wales provide upon request from a student a certificate confirming the following:

- Name and address of educational establishment
- Students full Name and date of birth
- A statement certifying the course has or is being followed by the student
- Date when course has come or is expected to end.

The Council may also need the key details of the course (duration, hours and syllabus), and a contact name and details of the institute course administrator if we need to seek further information.

The Council is entitled to request information from the applicant in order to satisfy themselves that the application meets the criterion set out in legislation.

If your claim is successful an amended Council Tax Bill will be issued. If for any reason your claim is not successful you will be notified in writing.

Tendring District Council is required by law to protect the public funds it administers. In order to meet this obligation this will include sharing information internally and externally to prevent and detect fraud, improve the way it delivers services and for the purpose of performing any of its statutory enforcement duties. This will also include sharing information with other bodies responsible for auditing and administering public funds.

All personal information will be processed in accordance with the provisions of the Data Protection Act 1998.
* The Council Tax (Discount Disregards) (Amendment) Order 2011/948 amends the Council Tax (Discount Disregards) Order 1992 ('the Discount Disregards Order').