

Corporate and Community Department

Director: Caroline Innes

211 Main Street, Barrhead G78 1YF

Phone: 0141 577 3002 Fax 0141 577 3255

Email: ctax@eastrenfrewshire.gov.uk

When calling please ask for: Customer Services

Our Ref: WEBFORM

Name:

Address:

COUNCIL TAX DISCOUNT

The Council Tax due on a property may be discounted to reflect the personal circumstances of the adult residents. Such a reduction will apply where less than two adults are resident in the property. For the purpose of the reduction adults who meet the under noted qualifying conditions shall be disregarded when counting the number of adults in the house.

If you want to apply for discount please provide the information requested overleaf, sign the declaration and return the form to the above address.

QUALIFYING CONDITIONS: STUDENT

1. A person undertaking a course of education with specified educational establishments situated in any Member State of the European Union which lasts for at least 24 weeks within an academic year and where the period of study consists of an average of at least 21 hours per week.
2. A person, aged under 20, attending a specified course of education at an educational establishment where the period of study exceeds, on average, 12 hours per week and the course taken is not as a consequence of an office or employment held, nor arranged under any of the youth training schemes.
3. A person registered with the Central Bureau for Education Visits and Exchanges and working as a foreign language assistant at a school or other Educational Institution in Great Britain.
4. A person who is enrolled in a full time course with a specified institution in another EU member state (not Scotland) who is in Scotland for the purpose of undertaking short exchanges in connection with their studies or is carrying out a work experience placement which is linked to his/her studies.

Our Service Standards:	>	<i>We will reply to all mail within 20 working days.</i>
	>	<i>We will determine all requests for discounts/changes in circumstances and issue a revised bill within 20 working days.</i>
	>	<i>We will update the customer's account within 2 working days of payment at a council office or within 2 working days of notification being received from the council's bankers or Girobank</i>
	>	<i>We will ensure that all residents are notified within six weeks of a missed payment.</i>

DISCOUNT: STUDENT

SECTION 1: TO BE COMPLETED BY A LIABLE PERSON

I apply for discount on the basis that

Name

Date of Birth / /

meets the qualifying conditions noted overleaf in paragraph number

The date these circumstances took effect / /

The number of adults (including the above named) resident in the house at the above date is

The number of adults (including the above named) usually resident in the house is

SECTION 2 : TO BE COMPLETED BY THE EDUCATIONAL ESTABLISHMENT

I confirm that the above person is taking the following course of education:-

Full Time Part Time/Day Release Block Release Evening Classes
Please tick relevant box

Certificate/ Qualification:

Course Name:

Course Start Date: / / Course End Date: / /

Length of course within academic year: Months.

Average attendance per week: Hours.

Home Study: Hours

Establishment Stamp



Signed:

Position:

Date:

DECLARATION

I declare that the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details.

I will notify within 21 days any change in circumstances which may affect my liability e.g. discount status no longer applies to the person named in Section 1, or the number of adults in the house increases.

I understand that failure to provide this information is an offence, which may make me liable to an initial fine of £50 and £200 for any subsequent offence.

Signature of Liable Person:

Date: / /

Daytime Tel Number: **Email Address:**

(You do not have to tell us these but it may help us deal with your discount application quicker)

Finance Department, East Renfrewshire Council, 211 Main Street, Barrhead G78 1YF

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E-mail: ctax@eastrenfrewshire.gov.uk