

Caroline Innes: Corporate and Community Services Director

Barrhead Council Offices, 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:

Correspondence Address:

COUNCIL TAX STUDENT EXEMPTION

Subject Address:

In terms of Schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax (including water charge) if the adult resident(s) meets the qualifying conditions shown below. Depending on the circumstances, exemption may be granted for a period of four or six months, or for an unlimited period.

If you want to apply for exemption, please check the qualifying conditions below, 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.

PAYMENTS MUST CONTINUE PENDING THE OUTCOME OF YOUR APPLICATION

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>

EXEMPTION: STUDENT

SECTION 1: TO BE COMPLETED BY A LIABLE PERSON

I apply for exemption on the basis that

..... (name of student)

Date of Birth / /

meets the qualifying conditions noted overleaf in paragraph number

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. exemption 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. Furthermore, I acknowledge that this information may be shared with other public bodies which handle public funds, for the purposes of preventing and detecting fraud.

Signature of Liable Person: **Date:** / /

Daytime Telephone Number:

(You do not have to tell us this but it may help us deal with your exemption application more quickly)