



Name _____

Subject Address _____

Council Tax Reference Number _____

COUNCIL TAX DISCOUNT APPLICATION - STUDENT

Dear Sir/Madam

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 undernoted qualifying conditions shall be disregarded when counting the number of adults resident 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 address shown below.

QUALIFYING CONDITIONS: STUDENT

1. A person taking a specified course of education at a UK university or further education establishment which lasts for at least 24 weeks within each 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, taking 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.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Judy Orr'.

JUDY ORR

Head of Customer & Support Services

Data Protection Fair Processing Notice: Argyll and Bute Council, or their agents, will hold information supplied in accordance with the provisions of the Data Protection Act 1998, we will use the information you have supplied primarily for the collection and administration of tax. The information may also be used for other legitimate purposes e.g. housing and council tax benefit administration or private landlord registration. This information may also be shared with other Councils, governmental and quasi-governmental bodies. By completing and submitting this form you consent to the use of your personal data including, where appropriate, sensitive personal data. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. The set fee (where applicable) will be charged. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.

Please address correspondence to: Executive Director of Customer Services,
Witchburn Road, Campbeltown, Argyll, PA28 6JU

DISCOUNT: STUDENT – Council Tax Reference Number _____

SECTION 1: TO BE COMPLETED BY A LIABLE PERSON

I apply for discount on the basis that

(name) _____

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 named person is taking the following course of education:

Certificate/Qualification: _____

Course Name: _____

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

Length of course within academic year: _____ months

Average attendance per week: _____ hours

Establishment Stamp:

Signed: _____

Position: _____

Date: ____/____/____

DECLARATION

I declare that the information on this form is true and complete and I authorise Argyll & Bute 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 each subsequent offence.

Signature of
Liable Person: _____

Date: ____/____/____