

# Council Tax Application for Student Discount/Exemption

Please return the completed form to: Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich, IP1 2DE

## 1. YOUR PERSONAL DETAILS

Your name:  Council Tax No:

Your address and postcode:

Daytime telephone number  Email

How many people aged 18 years old or more live at the above address (including yourself)?

Looking at the list below (under Discounts), how many people should be disregarded?

If the number of adults left is 1 or 0, **please complete the section below that applies.**  
**If it is 2 or more you cannot claim**

## 2. YOUR COLLEGE/UNIVERSITY DETAILS

I am a full time student in further/higher education\* such as A-levels or a degree course YES/NO  
 If NO, go to Section 3

Name of course:

Name of school, college or university:

Date course starts:  Date course ends:

Date of birth:

\*Please obtain a student certificate from your university or college

## 3. YOUR SCHOOL/CHILD BENEFIT DETAILS

I am under 20 years old and still at school, or I left after 1 May this year\* YES/NO  
 If NO, go to Section 4

Name of school:  Leaving date:

Date child benefit ends:  Date of birth:

\*Please obtain a letter from the school or copy Child Benefit notification letter showing the child's name

## 4. YOUTH TRAINING

I am on a Youth Training/Training Credits Programme\* YES/NO  
 I am an apprentice\* YES/NO

\*Please obtain a letter from your employer stating your income and the qualifications you are studying for, together with the date your training started and is expected to end.

## 5. Declaration

Please sign here to declare that all the information given above is correct

Signed:  Date:

We will use the information you give on this form, and on any supporting evidence you provide for the purpose of collecting and administering the Council Tax or any other local tax, and for associated benefit claims.

We may also use the information for the purpose of contacting people about the services provided by the Council (for example to find out what people living in Ipswich think about council services). However we will not do this if you ask us not to. Please contact us on 01473 433869 if you do not want information to be used in this way.

We may also pass the information to the courts, employers, Government agencies and other organisations the Council uses to collect the tax. We may also collect information about you from these people. We may check the information against other information the Council has, including information from other organisations, such as local authorities and Government agencies.

We may also share the information with these organisations to prevent or detect crime, or protect public funds.

## DISCOUNTS

Normally, full Council Tax has to be paid if two or more adults live in your home. However certain adults are “not counted” - they are “disregarded”.

If after “disregarding” these people, only one adult is counted in your home, you will get a 25% discount. If, after disregarding these people, there are no adults at all, then you will get a 50% discount.

### Groups of people who are not counted for Council Tax purposes:

- 18-year-olds for whom Child Benefit is payable
- Those under 20 who leave full-time education between 1 May and 31 October, inclusive
- Most full-time students (including Dip He in nursing)
- Hospital-based student nurses
- Youth training aged under 25 years
- Apprentices training for a qualification and earning less than £160 per week
- People who are severely mentally impaired
- People living and being looked after in hospitals and residential homes
- Certain carers and care workers
- USAF personnel and their non-UK dependants
- People staying in certain hostels or night shelters
- People in prison or bail hostel
- Members of religious communities in certain cases
- Diplomats

## FULL EXEMPTION

If all the residents at your address are full-time students, you could qualify for a full exemption from paying Council Tax. Please note that student nurses in hospital-based training do not qualify for the full exemption but may be entitled to a 50% discount.

## OTHER REDUCTIONS

### Council Tax Reduction

If you are a full-time student, you can only qualify for Council Tax Reduction if you get one or more of the following:

- Income Support or Job Seeker’s Allowance, Family Premium (Lone Parent Rate), Disability Premium, or Severe Disability Premium; or your partner is a full-time student and you receive Child Benefit for someone under 19; or
- You are under 19: or
- You are under 19 in further education that is of A-level standard; or
- You are a deaf student with an addition to your grant because of deafness.

### Second Adult Rebate

If you do not qualify for Council Tax Reduction, you may be able to claim a reduction if there is someone (not your partner) living in your home who is on a low income – regardless of your own income and savings. This is known as “Second Adult Rebate”. However, you can only apply if you have reached state pension age, have no partner or your partner is in one of the groups of disregarded people (“see discounts”), and you do not charge the other adult a rent. For more information, ring the Benefits helpline on 01473 432700.

### Disability Reduction Scheme

The Tax is reduced for homes that qualify. There are two conditions:

- 1 Someone who is permanently disabled must live in the home (**this can be an adult or child**)
- 2 And there must be: a wheelchair being used indoors; **or** an extra bathroom or kitchen specially for that person; or a room which is used to help meet the needs of a disabled person such as a room put aside for dialysis; or a room whose use has changed, for example a dining room becoming a bedroom.

Please ring 01473 433910 for more information