**Confirmation of Council Tax Status: Student Form**

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| Parts A & B should be completed by the student. Parts C & D should be completed by the educational establishment attended by the student. Parts E & F need ONLY be completed by your employer (school or educational establishment) if the student is a foreign language assistant.Payment of Council Tax must not be withheld pending the outcome of an application for exemption or discount. |

Part A: To be completed by the student

Full name: D.O.B

Term time address:

Post code:

Date your tenancy / ownership started:

Date you moved into property:

Contact phone number: Email:

Council tax account number: Matriculation number:

How many adults live at the term time address?

How many of these adults are full time students?

Home address:

Post code:

Name and address of education establishment:

Post code:

Part B: Declaration

I declare that to the best of my knowledge, the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given.

If awarded a discount or exemption, I will inform you within 21 days of any change in my circumstances affecting the amount of Council Tax payable.

Signature: Date:

Part C: To be completed by the educational establishment if the student is following a course of education

Students name:

Name of course:

Matriculation number:

Certificate or qualification studying for:

Course start date: Course end date:

Name and address of education establishment:

Post code:

Contact phone number: Email:

**(Please note this is the actual course start / stop date , NOT the term or academic year dates)**

**Please put an X in one box for each question Yes No**

Is the student required to attend the course for at least

24 weeks in each academic year?

Do the required periods of study and / or tuition average

at least 21 hours a week?

**The next set of questions should only be completed if the student is aged 19 or under and is undertaking a qualifying course of education (see notes for further details)**

Is the student in employment which requires him / her to

take this course?

Is tuition principally received through correspondence?

Are the relevant course activities normally carried out before

8.00am or after 5.30pm?

Do the periods of supervised study and tuition come to less

than 12 hours a week?

Is the student 20 years of age or over?

If not, enter here the students date of birth

Part D: Declaration (this should be completed by the Registrar of the education establishment)

I declare that to the best of my knowledge the information given in Part C is true and correct and that the person described is undertaking a course of education as full time student with this institution.

Stamp of Institution

Signature: Stamp

Status:

Date:

Part E: To be completed by your employer (school or educational establishment) **ONLY** if the student is a foreign language assistant.

Registration/employment period.

Start date:

End date:

(Alternatively, please forward the Certificate of Registration provided by the British Council – Scotland)

Part F: Declaration

I declare that the person entered in Part A registered with the British Council – Scotland (Language Assistants) as a foreign language assistant and is working as such as an assistant at a school or other education institution.

Stamp of Institution

Signature: Stamp

Status:

Date:

Once completed please return this form to:

Income and Benefits

The City of Edinburgh Council

PO Box 12331

EH7 9DN

Notes

As a full-time student you may be able to get a discount on your council tax. To qualify as a student you must:

* study for 24 weeks and an average of 21 hours per week for each academic year
* be under 20 years old, left home and be studying for a qualifying course for at least 12 hours a week for 3 months. Examples of qualifying courses include A levels, Highers, HNC’s, HND’s and level IV SVQ’s.
* be a foreign language assistant working in a school or other educational establishment and are registered with the British Council

**How much is the discount**

* a 25% discount can be considered if all but one of the adults living at the property are students
* a 100% exemption can be considered if the property is occupied solely by students

This discount reduces your Council Tax, Water and Sewerage charges

**How to apply**

If you study at one of the following colleges or universities detailed below and have given them permission to provide the Council with your details, please complete our online form at [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

* University of Edinburgh (including Edinburgh College of Art)
* Edinburgh College
* Heriot Watt University
* Napier University
* Queen Margaret University

If you are studying elsewhere complete this confirmation form, print it and ask your college or university to sign and stamp it. The completed form should then be sent to the Income team.

Your discount will end when your course ends. This will normally be before your graduation date.

We treat you as a student if you work as a foreign language assistant in a school or other educational establishment and are registered with the British Council. You should fill out the confirmation form and print it. Your employer can authorise the printed form or you can send the registration certificate to the Income team.

Please be aware that we regularly review our Council Tax discount requests and you may be asked to provide additional information or evidence.

Failure to complete and return this form could lead to the award of Council tax discount or exemption being delayed or cancelled.

**Where to find us**:

**Post:**

Income and Benefits

The City of Edinburgh Council

PO Box 12331

EH7 9DN

**In person at our Locality Offices:**

North East Office:101 Niddrie Mains Road, Edinburgh, EH16 4DS

South East Office:40 Captain's Road, Edinburgh, EH17 8HQ

North West Office:8 West Pilton Gardens, Edinburgh, EH4 4DP

South West Office:10 Westside Plaza, Edinburgh, EH14 2ST

**We are open:**

Monday, Wednesday & Thursday 8.30am – 4.30pm

Tuesday 10.00am – 4.30pm

Friday 8.30am – 3.40pm