



Selby District Council,
Local Taxation Section,
Civic Centre, Doncaster Road,
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E-mail: localtaxation@selby.gov.uk

KAREN L. IVESON C.P.F.A, MBA
Executive Director

Application for Council Tax Discount / Disregard Students

Please complete and return to the above address

Account no:	Property ref:
Date of Issue:	

Qualifying Criteria:

A person must be a student in a prescribed educational establishment on a full time course, or a qualifying course or be a foreign language assistant.

Student includes student nurses on Project 2000 or that are studying academic courses at university, but not other student nurses.

Students undertaking a full time course of education

- a) He/she is undertaking a full time course of higher education
- b) He/she must be enrolled with a prescribed educational establishment (e.g. university or college)
- c) The course lasts for at least one academic year
- d) Periods of study, tuition or work experience are for 21hours per week on average
- e) He/she attends the educational establishment for at least 24 weeks in each academic year
- f) Courses where the work experience exceeds the study and tuition not taken into account, unless it is for initial teacher training

Students undertaking a qualifying course of education

- a) Must be aged 18 or 19
- b) Not undertaking a full time course of education
- c) Course lasts for at least 3 months
- d) The course is not a course of higher education
- e) The majority of the course is not undertaken through correspondence
- f) The course is not being taken in relation to the person's employment
- g) Study, tuition, projects,etc are normally carried out between 8.00am and 5.30pm
- h) Must be undertaking study, tuition,etc for at least 12 hours per week

Relevant courses include:-

- Higher National Diploma
- A- Levels
- National Certificate
- National Diploma

Please complete the following details and return with a **copy of your student certificate**. If you are a foreign language assistant please provide evidence of your registration. Please note that if you do not supply a copy of your student certificate your application may be delayed.

PART A: PERSON DETAILS

DETAILS OF PERSON FOR WHOM DISCOUNT IS REQUIRED:

Title	Forename(s)	Surname	Owner*	Tenant*	Other. Please specify
Date of Birth					

* Please tick appropriate box

OTHER RESIDENTS' DETAILS: (aged 18 or over)

Title	Forename(s)	Surname	Relationship To You

PART B: PROPERTY DETAILS

Address: _____

Postcode: _____

Council Tax Account Number: _____

PART C: COURSE DETAILS

Name and Address of educational establishment:

Name of the course _____

Course start date _____

Course end date _____

Telephone number for educational establishment _____

PART D: DECLARATION

Please note that you have a legal duty to notify the Council within 21 days if your discount no longer applies.

I declare that the information supplied is correct to the best of my knowledge

Signed _____ Date _____

Print name _____ Tel no (optional) _____

Warning – to provide false or misleading information is a criminal offence

FOR OFFICE USE ONLY:	
Date Received	
Form Received by	
Form Checked by	
Form to be scanned as	DISCOUNT

Enquiries: 8.30am to 5.00pm Monday / Tuesday / Thursday.
10.00am to 5.00pm Wednesday
8.30am to 4.30pm Friday