

For office use Only

UPRN:  
TELEPHONE NUMBER: 0121 303 1113  
DATE SENT:  
RETURN DATE:

## **APPLICATION FOR COUNCIL TAX REDUCTION - STUDENTS**

Thank you for your enquiry regarding a reduction in your Council Tax. Please fill in this form and return it immediately to: **Birmingham City Council, Resources Department, (Revenues and Benefits), P.O Box 5, Birmingham B4 7AB.**

A property in which all adult residents are students is exempt from Council Tax. This includes non-British Spouses/dependants of students. If there is one non-student in the property you may still be entitled to a reduction. If you think this applies to you, please complete this form in CAPITAL LETTERS and return it to the Council Tax Office.

**(see the helpful information notes page before you complete this form)**

**Students**

This means someone who is in full-time education, at University, Further Education College or School. It includes Student Nurses on Project 2000, Student Midwives, Health Visitor Trainees, Registered Foreign language Assistants employed in a school or college, and Students on initial teacher training courses which include classroom based work experiences.

Address for correspondence (if different from above)

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**Telephone Number**

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**Email Address**

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Name and Address of the owner or agent of the property

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Are they the owner  or agent  **Please tick the appropriate box**

How many people aged 18 or over live in the property?

How many are students?  
(see notes 1 and 3)

Do each of the people listed below have a separate tenancy agreement? **Yes**  **No**   
(if Yes please enclose a signed copy of your tenancy agreement with this application)

Please provide the following details for all the people living in the property.

Full Name of Student (see note 3)	Date tenancy Commenced	Tenancy end date	Name and Address of College/University/School	Date of Birth if under 20 years old	Full Title of Course	Start date	Finish Date	How many hours per week of work Experience (see note 2)	How many hours a week do they study? (see note 2) Please tick
1									
2									
3									
4									
5									

Please supply a copy of the signed tenancy agreement.

### Resident non-British Citizens

Please give details if a non-British resident is the spouse or a dependant of a full-time student.

(Please provide a copy of the Visa, or document of entry to this Country)

<b>Name of non-British Citizen</b>	<b>Date of Occupation of the property</b>	<b>If the non-British Citizen is the spouse or dependant of a student, please give name of student</b>	<b>Is the non-British Citizen prevented from working in this country? (answer yes or no)</b>	<b>Is the non- British citizen prevented from claiming benefits? (answer yes or no)</b>
1				
2				
3				
4				
5				

**Declaration**

The information given on this form is correct. I know I must tell you immediately about any change in my situation which might affect my reduction. If, as a result of a change in my situation, I receive too much reduction in my Council Tax bill I know I will have to repay the overpayment.

Please sign the form and give your daytime telephone number, as it may help us to deal with your application quickly.

Signature of applicant \_\_\_\_\_

Telephone Number \_\_\_\_\_      Email Address \_\_\_\_\_

If you have any difficulty in completing this form then please contact our Customer Services Team on 0121 303 1113. Lines are open from Monday to Friday **8am to 5pm** (except bank holidays). Alternatively, you can ring the Customer Services Team to make an appointment with your local Neighbourhood or Customer Service Centre.

**Help and Information For Visually Impaired**

Bills can be provided in Large print, Audiotape or Braille. Please contact our Customer Services Team on 0121 303 1113 to register for this service.

### **NOTE 1 - Helpful Information Relating To Council Tax Liability**

Council Tax will not apply to a dwelling where **ALL** adult residents are full-time students.

**Q** How does it affect the charge if there is one non-student resident?

**A** A 25% discount will be deducted from the total bill.

**Q** How does it affect the charge if there are two or more non-students resident?

**A** **NO** discount is applicable and the full Council tax charge is billed.

**Q** If I am a tenant, do I have to send the Council a signed copy of my tenancy agreement with this application?

**A** Yes, as this will assist in determining the liability for Council Tax.

**NB** A Council Tax bill can only be issued in a maximum of 2 names, if there are other residents in the property they are not excluded from liability for Council tax and must contribute their share.

From 1 April 2004 students will not be held jointly liable for Council Tax if there is someone else in the property who is not a student. The non student will be held liable for payment of the bill.

**Note 2 - Helpful information about 'study' hours for this claim**

**Q** What should I count as 'study'?

**A** 'Study' is made up of the average weekly hours required to be undertaken for the course attended and includes:

**(a)** Study required for the course, e.g., home, study/library study.

**(b)** Course Tuition.

**(c)** Work experience which is part of the course curriculum.

Total the hours for (a), (b) and (c) for each student and tick the appropriate 'study hours' column on the form, against their name and course details. Use the boxes below to calculate 'study' for each student.

<b>Student Name</b>	<b>Study (a)</b>	<b>Tuition (b)</b>	<b>Work Experience (c)</b>	<b>Total</b>

You must add any work experience time into the 'study' total but must also show this separately on the form.



### **Note 3 - Additional Documents Required**

You must enclose an official Student Certificate (council tax) for each student listed on the claim form.

Please note that students at Aston University, **Birmingham City University** and the University of Birmingham are not required to provide Student Certificates as the Council Tax office can check your student status through a list provided internally. However, students at other educational establishments need to provide an official Student Certificate. This is issued to full-time students by their University or College when requested by the student. Foreign Language Assistants can enclose their official Central Bureau Registration Certificate.