

STUDENTS, STUDENT NURSES AND
FOREIGN LANGUAGE ASSISTANTS

Discount claim form

Name

Address

.....

..... Post Code

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk

**How TO
PAY LESS
COUNCIL
TAX**

Ref. No.

What is a discount for Students, Student Nurses and Foreign Language Assistants?

- Council Tax is set by a local authority and is based on the valuation band that a property is placed in. However, the tax can be reduced in certain circumstances if someone is entitled to a **Discount**.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be reduced by 25%. If no one is living in a dwelling as their main home, the bill can be reduced by 10%.
- Certain people are not counted when looking at the number of adults resident in a dwelling. People who are students, student nurses or foreign language assistants are not counted.

Student

- For Council Tax purposes, a person is treated as a student if he or she is on a full time course of education or on a qualifying course of education. This includes overseas students.
 - attending a university, polytechnic or college course which lasts for at least an academic year, takes at least 24 weeks a year and involves at least 21 hours of study per week during term time; or
 - under the age of 20 and studying for more that 3 months and at least 12 hours per week on any qualification up to A level, ONC or OND standard. Correspondence courses, evening classes or courses taken in connection with a person's job such as day release are not included.

Student nurses studying academic courses at universities or polytechnics or who are on Project 2000 courses will be treated as students for Council Tax purposes.

Student Nurses

- A person is treated as a student nurse and therefore not counted for Council Tax purposes if he or she is on a course leading to registration on any parts 1 to 6, 8, 10 or 11 of the nursing register. Only students studying for their first inclusion on the register will not be counted. Nurses who are already on the register but are taking further courses will be counted. Student nurses studying academic courses at universities or polytechnics or who are on Project 2000 courses are excluded from this definition as they are considered to be students.

Foreign Language Assistants

- Foreign language assistants registered with the Central Bureau for Educational Visits and Exchanges will be treated in the same way as students.

Want to know more?

- If you have any questions at all about Discounts for Students, Student Nurses or Foreign Language Assistants just ask and we will be pleased to help you.
- If in or write to the Revenues & Benefits Services, Civic Centre, Carlisle CA3 8QG.
- Or, if you prefer, telephone us on **01228 817200**

**DO YOU WANT TO CLAIM?
if 'YES' please go to the next part**

PLEASE NOTE

The claim must be made by the person liable to pay the bill (or by an agreed representative).

Information needed from you

- Please complete the relevant section below including the declaration and return the whole of this form to us.
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

Please give us your full name and address (if not shown)

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Please give us the date you moved into the property

How many people aged 18 or over live in your property

How many of these are students

Please give us the name and address of your landlord

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Students

| Please give the full name of all residents | Please tick (✓) if a student | Date moved into the property | If the resident is a student, please supply name of college/ university attending |
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YOU MUST PROVIDE A COPY OF THE STUDENT CERTIFICATE FOR EACH OF THE STUDENTS LISTED

Student Nurses

Please give the full name of the student nurse

Please give the full name and address of the college

What is the Students Certificate No.
(The certificate is issued by the college/university)

Please enclose a copy of the certificate with this form

What is the name of the course being undertaken

Please give the start and end dates of the course

Foreign Language Assistants

Please give the full name of the foreign language assistant

Please give the full name and address of the educational establishment where the foreign language assistant attends

Please give the start and end dates of the course

Please send proof from the Central Bureau for Educational Visits and Exchanges

Declaration

I confirm that the information I have supplied in this claim is true and accurate and agree that the authority may make any reasonable enquiries to verify this.

I will notify the authority immediately of any change in my circumstances that may affect my entitlement to the discount.

Signed:

Date:

Full Name:

Tel No.:

PLEASE NOTE

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the City Council.

DATA PROTECTION – THE INFORMATION THAT YOU ARE ASKED TO PROVIDE MAY BE RECORDED ON COMPUTER AND IS SUBJECT TO THE DATA PROTECTION ACT 1984

We may allow access to Council Tax Information to other parties such as the Electoral Registration Officer, Police, Child Support Agency, Inland Revenue etc. as allowed by law.

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Check that you have enclosed any items which you are required to send with your claim.
- Make sure you have signed the form.
- Take or send this form to the Revenues & Benefit Services, Civic Centre, Carlisle CA3 8QG.