

Please keep this section for your information

Full-time students often believe that they are not liable for council tax. This is not entirely true. Full-time students can and do receive council tax bills.

You must tell Glasgow City Council that you are a full-time student and apply for a council tax exemption or discount. If you do not do this then the council will not know that you are a full-time student and may hold you liable for council tax.

An exemption from council tax may be awarded if you are a full-time student who lives alone or if you live with other full-time students only.

A discount from council tax may be awarded if you are a full-time student living with at least one other adult who is not a full-time student.

The discount awarded is based on the full household circumstances and the full-time student would not be held liable for council tax.

If you are a part-time student you are not eligible for council tax exemption or discount but you may receive help to pay your council tax, by claiming council tax benefit full details of this can be found on our website.

If you are not sure whether you are a full-time or part-time student, contact your college or university who will be able to give you advice.

A full-time student for council tax purposes is someone

- ✳ who studies at college or university for 21 hours or more per week for at least 24 weeks; or
- ✳ under 20 years old who studies for 12 hours or more a week for at least 3 months.

How to claim your council tax exemption or discount entitlement

Complete in full our application form, either online or download, print and return to 45 John Street G1 1DE.

How to prove you are a student

- ✳ Glasgow Caledonian University students are only required to complete our application form as the university will confirm student status electronically to Glasgow City Council
- ✳ University of Strathclyde students can opt-in on the university **Pegasus** system. This will confirm student status electronically to Glasgow City Council (please allow 14 days for this information to reach us).

Or if you do not attend either of the above please supply one of the following:

- ✳ Your college or university can complete section 2 of our application form and return
- ✳ You can provide your student exemption certificate that the college or university can issue to you on request.

REMEMBER you need to complete an application form for exemption or discount and supply proof of student status for all students that live with you as detailed above.

Section 1 - Please complete in full

Address (PLEASE USE CAPITALS)

.....

Council Tax Reference Number

8 | | | | | | | | | |

Please confirm if you are the (please tick)

- Owner Landlord/
Managing Agent Tenant *

* If Tenant please confirm if you have a Joint or Individual Tenancy agreement

- Joint Tenancy Individual Tenancy

Landlord/Owners Full Name and Contact Address

Name
 Address

I (print name) _____ wish to apply for Exemption/Discount from Council Tax due on the above property based on student(s) living the property. I can confirm the total number of adult residents (aged 18 or over) living in the property is _____

Please detail all adult residents (including yourself). Continue on separate sheets as necessary.

Full name of all residents	Status (student/employed/unemployed)	Date moved into property			Name of College/University	Matriculation Number
		DD	MM	YY		
.....	DD	MM	YY
.....	DD	MM	YY
.....	DD	MM	YY
.....	DD	MM	YY

Payment must not be withheld pending the outcome of an application for exemption or discount.

Declaration

I can confirm that the information on this form is correct and authorise Glasgow City Council to check the details. If the property no longer meets the exemption/discount requirements, I will notify the Council within 21 days.

Signed _____ Print name _____

Phone _____ Email _____ Date DD MM YY



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PAY UP FOR GLASGOW

Students

Ways to reduce your Council Tax bill
Exemption and Discount

Section 2 - to be completed by the college or university

(PLEASE USE CAPITALS)

I can confirm that Date of Birth DD MM YY

is residing at

and is a full time student student nurse (please tick), taking the following Course of Education:

Certificate/Qualification

Course name

Course start date* DD MM YY Course end date DD MM YY

Length of course within academic year weeks Average attendance per week hours

The students **home** address (if known and if different from above) is

* Actual start/stop date of course not term dates or academic year.

College/University stamp

Signed

Print name

Position

Date DD MM YY

Contact number

Please complete and return with supporting evidence to **45 John Street, Glasgow G1 1JE**
Apply online at www.glasgow.gov.uk/en/Residents/YourHome/CouncilTax/Students
Further information available www.glasgow.gov.uk/en/Residents/YourHome/CouncilTax
For student exemption/discount enquiries contact students@fs.glasgow.gov.uk <mailto:students@fs.glasgow.gov.uk> or call **0845 600 80 40**