



**Director**  
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**Helpline Telephone Number:- 0141-287-5050**  
Monday to Friday 8.30am - 5.00pm

**Postal Address:-**  
Financial Services  
PO Box 36  
Glasgow  
G1 1JE

Date:

Our Ref:

### **Council Tax Student Exemption / Discount Application Form**

If you are a **full-time student** you are eligible to claim a council tax exemption or discount.

- 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 other adult(s) who are not full-time student(s). The discount awarded is based on the full household circumstances

**A full-time student** for Council Tax purposes is someone:

- who studies at a college or university in the UK or other EU state for 21 hours or more per week for at least 24 weeks; **or**
- under 20 who studies at a UK college or university for 12 hours or more a week for at least 3 months

**Please ensure you complete the attached form and return together with supporting evidence – without which the exemption / discount can not be considered.**

**Supporting Evidence** (Proof of student status)

- **Students of Glasgow Caledonian University, Glasgow Clyde College, City of Glasgow College and Royal Conservatoire of Scotland** are only required to complete section 1 of our application form as the university will confirm student status electronically to Glasgow City Council
- **Students of Glasgow University, University of Strathclyde and Glasgow School of Art** should complete section 1 and also opt in on their educational establishment's system. This will confirm student status electronically to Glasgow City Council (please allow 14 working 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 this application form** (Section 2 can be photocopied should you require more sheets)
- **You can provide your student exemption certificate that the college or university can issue to you on request**

**Visiting students attending a UK educational establishment as part of a full-time course being undertaken at a college/university elsewhere in the EU must confirm their student status for the full period of exemption.** Information must be supplied that confirms your student status from the EU college/university and should be in line with Section 2 of this form.

**NB:** 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 support. Full details of this can be found on our website. [www.glasgow.gov.uk/ben](http://www.glasgow.gov.uk/ben)

Visit our Council Tax website to make an online payment or manage your online account  
[www.glasgow.gov.uk/ct](http://www.glasgow.gov.uk/ct)

**Glasgow City Council will never telephone you asking for your bank details to refund your Council Tax**

Log on to [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) to find out how we will use your information

Glasgow - Proud Host City of the 2014 Commonwealth Games

Glasgow City Council is an equal opportunities employer.

EX 18A

**SECTION 1 – PLEASE COMPLETE IN FULL**

Council Tax reference number \_\_\_\_\_

Please enter property address \_\_\_\_\_  
 \_\_\_\_\_

**Please confirm if you are the:**

Owner  Landlord/ Managing agent  Tenant\*

*\*If tenant please confirm if you have a Joint or Individual tenancy agreement*

Joint tenancy  Individual tenancy  Start date of tenancy

Landlord/Owner full name and contact address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Please give details of all adult residents (including yourself). Continue on separate sheet as necessary

Full name of all residents	Status (student / employed / unemployed / student spouse or dependant (copy of student dep visa required))	Date moved into property	Name of college/university	Matriculation number

Payment **must not be withheld** pending the outcome of an application for exemption or discount. **Remember** you need to supply proof of student status for all students that live with you as detailed on the front page.

**DECLARATION**

**I 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 requirements, I will notify the Council within 21 days.**

Signed \_\_\_\_\_ Print name here \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION 2 - ONLY TO BE COMPLETED BY THE EDUCATIONAL ESTABLISHMENT STUDENT SERVICES, REGISTRY DEPT OR BY DESIGNATED HEADS OF DEPT**

I can confirm that		Date of Birth	___/___/___
Term time address is			
Home address			
(if known and if different from above)			
and is a full time student/student nurse ( please indicate ), taking the following course of education.			

Certificate/Qualification			
Course name			
Course start date*	___/___/___	Course end date*	___/___/___
<b>* Actual start/stop date of course not term dates or academic year.</b>			
Length of course within academic year			weeks
Average attendance per week <i>*(combined; tuition, study &amp; work experience)</i>			*hours
Total length of course (years)		Current year of course (1st, 2nd, 3rd etc)	

<b>College/University stamp</b>	<i><b>This form may not be accepted if not signed/stamped by Student Services, Registry Department or Designated Heads of Department</b></i>
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Signed	
Print Name	
Position	
Department	
Date	
Contact Number	