

**Revenue & Support Services Council Tax Team**

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**Name & Correspondence Address**

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**Council Tax Discount Application  
 Student Gap**

<b>Address of property:</b> ..... ..... .....
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You have indicated that someone living in your household is entitled to claim a discount as a school/college leaver. If the person is a school/college leaver and was undertaking a qualifying course of education immediately prior to 1<sup>st</sup> May, he/she will not be classed as a resident between the end of their course and the following 1<sup>st</sup> November providing he/she did not leave their course until 30<sup>th</sup> April or later. In order to qualify for this discount, please read the notes on the reverse of this form, and then answer the following questions.

**PLEASE COMPLETE IN BLACK INK**

<b>Name</b>	
<b>Date of birth</b>	
<b>Expected/Actual date of leaving School/College</b>	
<b>Name of Educational Establishment</b>	
<b>Course Undertaken</b>	

**I declare that the information I have given is correct to the best of my knowledge.**

<i>Name:</i>	<i>Signature:</i>	<i>Date:</i>
Please provide contact Telephone numbers and E-mail address		
Daytime	Evening	Mobile
E-mail address		

**PLEASE NOTE:** The information supplied on this form will be used for the purpose(s) for which you have supplied it, and, where appropriate, will also be used by the Council in carrying out its various functions effectively. It will not be shared with other organisations unless we are required to do so by law. However the Council will always use or share information for the prevention or detection of crime, or the apprehension or prosecution of offenders

**YOU MUST TELL THE COUNCIL TAX SECTION OF ALL CHANGES WHICH MAY AFFECT YOUR RIGHT TO A DISCOUNT.**

## **COUNCIL TAX DISCOUNT APPLICATION - THE STUDENT GAP**

**SI 1992 No. 552 The Council Tax (Additional Provisions for Discount Disregards) Regulations 1992 set out the qualifying criteria.**

If you are aged under 20 on a day, and the day falls between the period of 6 months beginning on 1<sup>st</sup> May and immediately before that date you were undertaking a qualifying course of education and the course was not undertaken by you in consequence of an office or employment held by you, you are entitled to be disregarded as a resident from the end of the course until the following 1<sup>st</sup> November.

A qualifying course of education is:

- a) one which exists for 3 calendar months or more;
- b) requires an individual to spend on average 12 hours or more per week on tuition, supervised study or examination, or on taking part in supervised exercise, experiment, project or practical work;
- c) must normally be undertaken between the hours of 8.00 am and 5.30 pm;
- d) further and not higher education as defined by schedule 6 to the Education Reform Act 1988,
- e) not a correspondence course, a course undertaken as a consequence of a person's employment, or an evening class.

More than one course may be taken to fulfil the above criteria but courses must be taken at the same establishment.

This discount does not apply to Apprentices or Youth Training Trainees

The discount is not exclusively for persons continuing into further or higher education.

If you require any further information please contact the Council Tax billing staff who will be pleased to help you