

DECLARATION

I declare that to the best of my knowledge the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I am aware that if there is a change of circumstance that may affect my entitlement to discount or exemption I am required to notify the Council immediately.

Signature:

Date:

Print Name:

Telephone:

Email:

Would you like to receive your Council Tax bills by email?

Yes

No

By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discount and exemption and reserve the right to use credit reference agencies to validate any such awards.

SECTION B - STUDENT DETAILS. To be completed by the **student.** (see explanatory notes for definition of a student)

Full Name:

Date of Birth:

Home Address:

Term Address:

Post code:

Postcode:

Confirm the course details and the name, address and contact details of the university or college:

Name

Address:

Telephone: Email:

Name of Course:

Student Number:

Course Start Date:

Expected End Date:

If the student will be under 20 years of age when the course ends, please tick the relevant boxes:

Is the course being taken as a requirement of your current employment? Yes No

Is the course mainly conducted through evening classes? Yes No

Is tuition mainly received through correspondence (e.g. distance learning)? Yes No

DECLARATION

I declare that to the best of my knowledge the information given on this form is true and correct and I authorise West Lothian Council to check the details with the college or university where I am/was a student.

Signature:

Date:

Print Name:

Explanatory Notes - Discount/Exemption for Full Time Students

To apply for discount or exemption, the person liable to pay the Council Tax should complete sections A of this form and sign the declaration. The Student should complete and sign section B of the form.

In addition, **we require evidence of student status. Exemption or discount will not be awarded unless you provide the required supporting evidence.** By law, colleges and universities must provide the student with a certificate for Council Tax purposes, free of charge, on request. Where a request is made more than one year after the student ceased to follow a course of education at that institution, the request may be refused.

'Student' for Council Tax purposes includes people on full-time and qualifying courses, foreign language assistants and student nurses undertaking degree or diploma courses (formerly known as Project 2000).

It does not include other student nurses already qualified and registered who are taking a further course, youth trainees or apprentices. However, apprentices, youth trainees and certain student nurses (who are not full-time students but are undertaking a course that leads to inclusion on the Nursing Register for the first time) are not counted as part of a household for discount purposes. Separate forms are available to apply for discount for each of these categories

This form is for full-time students (including degree and diploma nursing students) only. A separate form is available for completion by students who are foreign language assistants.

To qualify, the student must be one of the following –

1. **A person under 20 years of age** who is enrolled with a single establishment, on either –
 - (a) A 'qualifying' course of education, that lasts for more than three months, where the relevant number of hours each week exceed 12; **or**
 - (b) Two or more 'qualifying' courses of education, that last for more than three months, where the cumulative relevant number of hours each week for all those courses exceed 12

In addition, the course(s) must not –

- be conducted mainly through evening classes
 - be conducted through correspondence
 - be a taken as a requirement of the student's employment or office
 - be part of a youth training scheme
2. **A person under or over 20 years of age** who is enrolled with a specified educational establishment on a specified course for which –
 - Periods of study, work experience or tuition amount to at least 24 weeks in each academic year; **and**
 - The required periods of study, work experience or tuition amount to an average of at least 21 hours each week.

We cannot accept - student loan acceptance letters, course acceptance letters from the college or university or student registration/matriculation cards as evidence of student status.

Foreign Spouses or Dependants – where a spouse, civil partner or dependant is not a British Citizen and has been admitted to the UK (given 'leave to enter' or 'leave to remain') with a **'no recourse to public funds'** condition or a **'prohibition on employment'** stamped in their passport, for discount purposes, that person will not be counted as living in a property. If a student's spouse, civil partner or dependant falls into this category, we require evidence of dependence and immigration status.

If you have any questions, please telephone 01506 280000 or email us at CouncilTax@westlothian.gov.uk

The completed form and the student exemption certificate issued by the college or university should be returned to –

Revenues Unit, Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

If you prefer, you can hand the information in at any Customer Information Service Centre within West Lothian.

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