



# Bedford Borough Council

LOCAL TAXATION OFFICE  
 BOROUGH HALL, CAULDWELL STREET,  
 BEDFORD MK42 9AP  
 Telephone Bedford (01234) 718097  
 Email: localtax@bedford.gov.uk Web: www.bedford.gov.uk

For Office Use					LDISCOUNT		
PROPREF							
PIN							

## COUNCIL TAX DISCOUNT APPLICATION STUDENT/STUDENT NURSE

Please read the notes overleaf before completing this form.

To apply for a discount in respect of a student, please complete this form using CAPITAL LETTERS and then return it to the Council. PLEASE NOTE, you will not qualify for a discount if there are two or more adults (aged 18 and over) resident in the property who do not fall into any of the discount categories listed overleaf. There is, therefore, no requirement for you to complete this form.

<b>A</b>	<b>Full name and address of APPLICANT</b> (Only people who are liable to pay Council Tax can apply for a discount).
Name:	
Address:	

<b>B</b>	(i) How many adults reside in the dwelling?		See note 1
	(ii) The date from which the number of adults at B (i) became applicable	/ /	

<b>C</b>	How many adults in the dwelling fall to be disregarded? (include anyone already disregarded who is still resident)		See note 2
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<b>D</b>	Full name of STUDENT	Date of birth
Name:		/ /

<b>E</b>	Date from which the person in section D fulfilled the conditions for a discount	/ /	See note 3
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<b>F</b>	Name and address of Educational establishment attended by the Student	See note 4
Name:		
Address:		

<b>G</b>	Title of course undertaken by student
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<b>H</b>	Date course commenced	/ /
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<b>I</b>	Date course is expected to end	/ /
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<b>J</b>	Name of any persons aged 17 years, resident in the property	Date of birth
		/ /
		/ /

Continued...

## **K Declaration**

As far as I know all the information I have given is accurate and true.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information given. I undertake to notify the Local Taxation Office when the course of education is completed or attendance ceases before the date indicated on this form.

I also undertake to notify the Local Taxation Office of any change in the number of adults resident at the property in respect of which the discount is claimed.

I understand that failure to notify the Council of any change that may affect the entitlement to the discount within 21 days may result in a penalty being incurred by me

Your Signature ..... Date .....

Daytime Telephone No ..... Email.....

(You do not have to give a telephone number or email but if would helpful if you did in case we need to contact you).

### **DATA PROTECTION**

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

## **Notes**

**Note 1** Include everyone who is aged 18 at the date of this application. You should count all adults who occupy the dwelling.

**Note 2** The following people are entitled to be disregarded for discount purposes:

- 1 Prisoners
- 2 Severely mentally impaired
- 3 People over 18 in respect of whom Child Benefit is payable
- 4 People 18 and 19 years old on further education courses which are not job related
- 5 Hospital patients
- 6 Patients in care homes
- 7 Care workers
- 8 Residents of certain hostels
- 9 Members of international headquarters and defence organisations
- 10 Members of religious communities
- 11 Students, including student nurses
- 12 Apprentices
- 13 Members of a visiting armed force
- 14 Youth Training Trainees

**Note 3** The date is when the person occupied the dwelling, or became a student, whichever is the later.

**Note 4** **In support of the application it will be necessary to supply written confirmation from the educational establishment that the person shown in this application is a student within the definition below.**

A person is a student if he or she is:-

(i) undertaking a full-time course of education (ie attending a university, polytechnic or college) which subsists for at least one academic year, where attendance is required for periods of at least 24 weeks in the academic year and which involves periods of study, tuition or work experience amounting to 21 hours per week. This could include student nurses and those undertaking Project 2000 courses. A course is not to be treated as a full-time course of education if the aggregate for the course as a whole of all the periods engaged in work experience exceeds the aggregate of all the periods of study or tuition not constituting work experience, except in the case of a course for the initial training of teachers in schools.

(ii) undertaking a qualifying course of education ie under 20 years old, undertaking a course which lasts for more than three months and at least 12 hours per week for any qualification up to A level or equivalent standard. Correspondence courses, evening classes, or courses taken in connection with a persons' job, such as on day-release, are not included; or

(iii) registered as a foreign language assistant with the Central Bureau for Educational Visits and Exchanges.

Overseas students can qualify in the same way as home students.

A person qualifies as a student nurse if he or she is on a course leading to registration on any of Parts 1 to 6 or 8 of the nursing Register. Only student nurses studying for their first inclusion on the Register qualify. Nurses who are already on the Register but are taking further courses will not qualify.