BEDFORD BOROUGH COUNCIL
LOCAL TAXATION OFFICE,
TOWN HALL, BEDFORD MK40 1SH
Telephone Bedford (01234) 221797

UPRN							
PIN							

COUNCIL TAX DISCOUNT APPLICATION STUDENTS/STUDENT NURSES

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.

A	**Full name and address of APPLICANT (Only people who are liable to pay the Council Tax can apply for a discount)**
Name	
Address	

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		/ /

C	**How many adults in the dwelling fall to be disregarded? (include anyone already disregarded who is still resident)**		**See note 2**

D	**Full name and address of STUDENT**	**Date of birth**
Name		/ /
Address		

E	**The date from which the person in section D fulfilled the conditions for a discount** / /	**See note 3**

F	**Name and address of Educational establishment attended by Student**	**See note 4**
Name		
Address		

G	**Title of course undertaken by student**

H	**Date course commenced**	/ /

I	**Date course expected to cease**	/ /

J	**Name of any persons aged 17 years, resident in the property**	**Date of birth**
		/ /
		/ /
		/ /

Please turn over

K DECLARATION

As far as I know all the information I have given is accurate and true.
I authorise the Head of Financial Services to make any enquiries necessary to verify the information given.
I undertake to notify the Head of Financial Services when the course of education is completed or attendance ceases before the date indicated on this form. I also undertake to notify the Head of Financial Services of any change in the number of adults resident at the property in respect of which a discount is claimed.

Your Signature…… Date……...……

Daytime Telephone Number (see note 5)……..……

Data Protection Act 1984 & 1998. Information supplied on this form may be held on computer and other media for the purpose of Council Tax administration.

Note 1 Include everyone who is aged 18 or over on the date or application. You should count all adults who occupy the dwelling.

Note 2 The following people are entitled to be disregarded for discount purposes:
— Prisoners
— Severely mentally impaired
— People over 18 in respect of whom Child Benefit is payable
— Hospital patients
— Patients in care homes
— Care workers (in some cases)
— Residents of certain hostels
— Members of international headquarters and defence organisations
— Members of religious communities
— Students (and student nurses), including those whose spouse is not a British citizen and who is prevented from taking paid employment or claiming benefits (from 1.4.1995).
— Apprentices
— Youth Training Trainees
— Members of a visiting armed force
— Persons conferred diplomatic privileges or immunities

Note 3 The date is when the person occupied the property, or became a student as shown in note 4, 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 (from 1.4.1995).
(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, ONC or OND 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.

Note 5 You do not have to give a telephone number but it would be helpful in case clarification is needed.

FOR OFFICE USE

Authorised by.....…… …… Date issued……..……

Date Authorised …… Date received……...……