Council Tax

Discount Application:
Student discount / exemption

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Revenue Services

Please return the completed form to:
Revenue Services, P O Box 4, Town Hall, Lancaster LA1 1QR

Council Tax Student discount / exemption form

A dwelling occupied by one or more residents, all of whom are full time students, College, leavers and school leavers or occupied as term time accommodation may be exempt from Council Tax. **If you are applying for this exemption, please complete part A**

If one or more household members (over 18) are not students there is no exemption, however there may be a reduction. For example, a lone parent living in a property with an adult son or daughter who is a full-time student will get a 25% discount on their Council Tax. **If you are applying for this reduction, please complete part B.**

Please return the completed form along with proof of student status to Revenue Services, PO Box 4, Town Hall, Lancaster LA1 1QR or visiting www.lancaster.gov.uk/contactcounciltax

Part A for exemption

Please provide proof of your full-time student status by obtaining a certificate from your college/university and ensure that you complete the declaration overleaf.

Address:	**Date tenancy started:** **Date moved in:** **Date tenancy ended:**

Name of student	**Course and University/College name**	**Date course starts**	**Date course ends**	**Student ID**

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Part B for reduction

Please complete the form below providing proof for everyone who lives in the property who is a student/college leaver/school leaver. You should send the certificate (provided on request from the college or University) or a letter of confirmation from the school. If one of the residents is a spouse or dependant of a student and is not a British Citizen, please forward a copy of their passport or visa.

Name of taxpayer:	**Address:**

Name of student	**Course and University/College name**	**Date course starts**	**Date course ends**	**Student's date of birth**

Name (Block Letters):		**Signed:**
Date:	**Contact telephone number:** (in the event of a query)	**e-mail address:**

If after completing this form, any of the information you have provided changes, please notify the Authority within 21 days.

Lancaster City Council will use your information for Council Tax purposes and in a manner compatible with the Data Protection Act. Any disclosure or sharing of information will only take place where required or permitted by law. For further information please visit www.lancaster.gov.uk.

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