

## EXPLANATORY NOTES

Class N – Properties occupied solely by full time students

### Who can apply?

The person who is liable to pay the council tax needs to apply for this exemption.

### When will an exemption be awarded?

An exemption may be awarded once a completed application form is received with evidence of the applicant's status as either a student / foreign language student / student nurse or in full time education.

### Exemption criteria

An exemption will apply if all occupiers are full time students, as a full time student you must satisfy all of these criteria:

- A course of education lasts for at least one academic year or one calendar year
- That you are required to undertake the course for at least 24 weeks each year
- That you are required to undertake at least 21 hours of study each week.

To claim this exemption you will need to provide a student certificate for all occupants over the age of 18 confirming their status and fully complete a student declaration form.

### Non-British spouses of full-time students

If you are a non-British spouse or dependent of a full-time student then an exemption may apply if you are:

- Not a British citizen
- Prevented by immigration regulations from taking paid employment or claiming benefit.

To claim this exemption you need to fully complete the student application and provide a copy of your visa or passport confirming you have no recourse to public funds or are prevented from working. This should be sent with student certificate for your spouse.

## Persons under 20 at school

If you are under 20 years of age and in full time education then an exemption may apply if the following applies:

- You are on a qualifying course of education
- You are required to be in attendance for at least 12 hours a week
- Your course must last for at least three months
- Child Benefit is still payable

To claim this exemption you will need to provide a letter from your educational establishment which shows your date of birth, the start and end date of your course and the hours that you are expected to study, or proof that you are in receipt of child benefit.

Pupils that leave school after 30 April will continue to be exempted until 1 November or their 20<sup>th</sup> Birthday whichever is the earliest.

## Student nurses

If you are a student nurse not on a full-time course at college or university, they may qualify for an exemption if:

- You are following a course leading to registration of parts 1, 2, 3, 4, 5, 6 or 8 of the Nursing and Midwifery Council register as a first inclusion to the register.

The register is maintained under section ten of the Nurses, Midwives and Health Visitors Act 1979.

If you are a student nurse on a full-time course then you can apply for an exemption as a full time student, your course does not need to lead to any specific parts on the register.

To claim this exemption you will need to fully complete a student declaration form and provide proof of your status as a student nurse.

## Foreign language assistants

Foreign language assistants are treated as students during any period that they are appointed as such at a school or other educational establishment, provided that they are registered as foreign language assistants with the British Council.

To claim this exemption you and your educational establishment will need to complete the separate application for Non British spouses.

## What happens next?

Once we receive your application with the supporting evidence we will assess it and if you are successful we will issue a reduced Council Tax bill.

## **Appeals**

If the Royal Borough decides not to award an exemption you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

### **PLEASE NOTE:**

Making an application for an exemption is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

## Class N - Exemption application form for foreign language assistants

Please read the supplementary notes before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

Making an application for a discount or exemption is not grounds for non payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted,

Name and address of foreign language assistant
Names of other people over the age of 18 in the property:
Name and address of employer/school or educational establishment:
Start date of appointment at school or educational establishment:
Expected end date of appointment:
Address of school or educational establishment:

**Declaration to be completed by Employer/Head of School or Educational Establishments.**

I declare that \_\_\_\_\_ (name of foreign language assistant) has been appointed to this educational establishment and is registered with the British Council.

Signature of Head of school or educational establishment:

\_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Declaration**

**Please read carefully before you sign.**

I/we understand the information contained on this form is correct and complete and I/we agree to notify the Council Tax section immediately should there be a change in circumstances that may affect the discount.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents such as proof of registration from the British Council to;

Royal Borough of Greenwich  
Revenues & Benefits Service  
Director of Finance  
The Woolwich Centre  
35 Wellington Street  
London SE18 6HQ