

Explanatory Notes

Discount - Full time students / spouses/under age 20 students/People in training/student nurses/foreign languages asst.

Who can apply?

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

When will a discount be awarded?

A discount may only be awarded if there are less than two adult occupants (18 years and over) in a property. A student, trainee or foreign languages assistant are not counted when calculating the number of occupants. Should this result in there being only one occupant a discount of 25% of the Council Tax bill may be given.

Discount criteria

Full time students

As a full time student you must fulfil the following 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 discount you will need to provide a student certificate confirming your 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 a discount may apply if you are:

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

To claim this discount 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 a discount 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 discount 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 disregarded until 1 November or their 20th Birthday whichever is the earliest.

People in training

You are eligible for a discount - regardless of your age - if you are employed for the purpose of learning a trade or a profession. To qualify for this disregard:

- you must not be paid more than £195 a week
- the salary paid is substantially less than is likely to be received if the qualification is achieved
- the training programme must lead to a qualification accredited by the National Council for Vocational Qualifications (NVQ) or the Scottish Vocational Education Council (SVEC).

To apply for this discount, complete the application form and return it with a copy of your latest payslip and a letter from your employer confirming that you fulfil the above criteria.

Discount for youth training trainees

If you are under 25 years of age and undertaking youth training in an approved scheme, you may qualify for a Council Tax discount. The training must be:

- made through arrangements made under the Employment and Training Act 1973
- recognised as an approved training scheme for the purposes of section 28 of the Social Security Contributions and Benefits Act 1992.

To apply, complete our form and return it to the address stated with evidence of your training programme.

Student nurses

If you are a student nurse not on a full-time course at college or university, you may qualify for a disregard 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 a disregard as a full time student, your course does not need to lead to any specific parts on the register.

To claim this discount 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 disregard you and your educational establishment will need to complete the application form.

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 Council decides not to award a discount 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 a discount 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.

Please return this application form, with any supporting documents that may have been requested to;

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

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.

SignedPrint full name.....Date

Daytime telephone number.....email address.....