



Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex,  
RH16 1SS

Email contact for the Authority should be addressed to [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)

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## **COUNCIL TAX DISCOUNT APPLICATION FORM FULL TIME STUDENT**

**Please return this form to the details above.**

A full-time course of education is defined as one which continues for at least one academic or calendar year, where the person undertaking it is normally required to undertake on average, 21 hours of study, tuition or work experience, for at least 24 weeks in that year. Please note that with the exception of the initial training of teachers in schools, periods of work experience should not exceed periods of study/tuition for the course as a whole.

**You should also enclose a certificate from the College/University confirming the person's student status.** An acceptance notices to attend the College/University is not acceptable.

The student certificate should contain the following information:

- The full name of the person engaged in the full-time course education
- The start and end dates of their course
- Confirmation that it is a full-time course of education

In addition to the discount, the property could be fully exempt from Council Tax if all the occupiers are students (full time students, or further education students aged 18 or 19), or the only other occupiers are the non-British spouse or non-British dependant of one of the students (whose entry into this country prevents them from taking paid employment or claiming benefits).

If you think this exemption might apply, please contact the Council Tax office with details.

Should the circumstances of the person studying or the number of adult persons in the household change after you have completed the form, you must notify the Council Tax office within 21 days of the change. In the meantime, if you have any queries, please contact the revenues department.

## COUNCIL TAX APPLICATION FOR DISREGARD FOR DISCOUNT PURPOSES FULL TIME STUDENT

Council Tax Account Reference Number: .....

### SECTION 1 – DETAILS OF FULL TIME STUDENT

Last Name:	First Name/s:	Date of Birth (if under 20):
Term-time Address:		
Home Address (if different from above):		

### SECTION 2 – DETAILS OF EDUCATIONAL ESTABLISHMENT

Name & Address of College or University:		Full Course Title/Qualification:	
Telephone Number:		Course Start Date:	
		Course End Date:	
Period spent studying (whether at college or otherwise):	Number of Years	Number of Weeks each Year	Number of Hours each Week
Period spent on Work Experience	Number of Years	Number of Weeks each Year	Number of Hours each Week

### SECTION 3 – HOUSEHOLD DETAILS

Number of people aged 18 or over who have the property to which this form is addressed as their main home (including any people to be disregarded)	Number of people aged 16 or 17 who have the property to which this form is addressed as their main home
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### SECTION 4 – DECLARATION AND SIGNATURE

#### DECLARATION

I declare that the information given on the form is complete and accurate to the best of my knowledge.

#### REMEMBER, if you give false information, you may be prosecuted.

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations that handle public funds.

Signature ..... Date .....

Full Name (BLOCK CAPITALS) .....

Telephone.....Email.....

Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <https://www.midsussex.gov.uk/about-us/privacy-notice/> for further details.

**Please Remember to enclose the letter or certificate from the college or university**

**Return To :-** Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS  
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