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COUNCIL TAX DISCOUNT APPLICATION FORM 18/19 YEAR OLD IN FULL TIME FURTHER EDUCATION

Information will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

Please return this form to the PO address shown above

A full time course of further education is one which is of at least 3 months duration and consists of more than 12 hours tuition or supervised study a week. Please complete the application form overleaf (in black ink, using block capitals) with the details of the person engaged in full time further education and return it to the above offices.

You should also enclose a letter of confirmation or certificate from their school or college which should show:-

The full name of the person engaged in the full time further education
The start and end dates of their course
Confirmation that it is a full time course of further 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 FOR PERSON
AGED 18 OR 19 IN FULL TIME FURTHER EDUCATION**

SECTION 1 – DETAILS OF PERSON IN FULL TIME FURTHER EDUCATION	
Last Name:	First Name/s:
Date of birth:	

SECTION 2 – ADDRESS

SECTION 2 – DETAILS OF EDUCATIONAL ESTABLISHMENT	
Name and address of school or college:	
Tel No:	
Course Start Date:	Course End Date:
Number of hours tuition/supervised study per week	
You must notify the Council Tax department immediately, if the above person ceases his/her course of study prior to the end date detailed above	

DON'T FORGET TO ENCLOSE THE LETTER OR CERTIFICATE FROM THE SCHOOL OR COLLEGE

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
<input type="text"/>	<input type="text"/>

SECTION 4 – DECLARATION AND SIGNATURE	
Upon completion, this form should be returned to the Council at the address shown at the top overleaf.	
Please note: 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.	
I declare that the information I have given on this form is complete and accurate to the best of my knowledge	
Signature:	Date:
Full Name:	Contact Phone No:
Email:	

Have you enclosed your student certificate?