

**Council Tax  
Student Discount Claim Form**



In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Discounts) Scotland Order 1992 (as amended), a discount may be awarded if some of the occupiers of a dwelling house are qualifying students.

Please read the information on the back of this form and then complete each section in block capitals, the certificate on the back of this form **MUST** be completed by the registrar's office of the educational establishment **UNLESS** you are submitting a student certificate from the college/university with your application. Should you require further assistance please contact Revenues and Benefits on 01475 712961.

[www.inverclyde.gov.uk/council-and-government/council-tax](http://www.inverclyde.gov.uk/council-and-government/council-tax)

Council Tax account no: .....

**Details of Person making the claim**

**Name** ..... **Home Telephone Number** .....  
**Address** ..... **Mobile Number** .....  
..... **Email Address** .....  
**Post Code** .....  
**Name of Student** ..... **Date of Birth** .....

**Further Details Required**

**Total Number of Occupiers over age 18 usually resident in the house** .....  
**Total Number of Students in the house** .....  
**Date you want the discount to start** ..... / ..... / .....  
**Date you want the discount to end** ..... / ..... / .....

**I declare that the information I have given is true and accurate and I undertake to inform you immediately if my circumstances change. I understand that if I give false information I may be liable for a fine of up to £200.**

**Signed\*** ..... **Date**.....

**Please confirm your interest in this claim (e.g. Owner, Agent, Tenant)** .....

**Please note, only the person liable to pay the council tax or their authorised agent should sign this form.**  
*(If acting as the agent of the tax payer, please provide evidence of your authority to act on their behalf)*

**Data Protection** – We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to.

## Information Regarding Student Discount

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Discount) Scotland Order 1992 (as amended), a discount may be awarded if some of the occupiers of a dwelling house are qualifying students. The full level of council tax is based on the assumption that there are two adults living in a property; where there are less than two people, discounts will apply. When determining the number of adults living in a property for the purpose of council tax, a person can be disregarded if he or she is a qualifying student. If the number of adult occupiers who are not disregarded is one a discount can apply.

In order to be classed as a student the person must be:

- a) A person registered with the Central Bureau for Educational Visits and Exchanges, working as a foreign language assistant at a school or other educational establishment in Great Britain.
- b) A person aged under 20 who is not an apprentice or youth training trainee and is studying at one education establishment. They must be undertaking one or more qualifying courses of education where the number of hours of study, tuition, or practical work per week exceeds 12.
- c) A person aged 20 and over who is undertaking a qualifying course of education as specified in Schedule 2 of the Council Tax (Discounts) (Scotland) Order 1992 at an institution specified in Schedule 3 of the Order. They must also be required to ordinarily undertake periods of study or tuition which amount, in aggregate, to at least 21 hours per week.
- d) A person, who is undertaking a course that would, if successfully completed, lead to first time registration under any of parts 1 to 8, 10 and 12 to 15 of the Register maintained under section 7 of the Nurses, Midwives and Health Visitors Act 1997.

The course of education must require the attendance of the person undertaking it for a period of at least 24 weeks within each academic year of the institution providing it.

Until your claim is dealt with you must continue to make payment as requested in the last bill we sent you. If we award you discount we will send you a revised bill that will take account of all the payments you have made. If you have overpaid we will refund the overpayment.

Completed Forms should be returned to: Revenues Services, Inverclyde Council, PO Box 9467, Greenock, PA15 1JD  
or emailed to: [council.tax@inverclyde.gov.uk](mailto:council.tax@inverclyde.gov.uk)

### Student Certificate to be completed by Registrar's Office of the College or University

I confirm that .....	Of .....
.....	Post Code .....
<b>Is taking the following course of Education:</b>	
Certificate / Qualification .....	Course is Full / Part time .....
Course Name .....	
Course start date .....	Course end date .....
Length of course within academic year .....	weeks
Average attendance per week .....	hours
Signed .....	Position .....
Date .....	