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Contact/Cysylltwch â

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Your Ref/Eich Cyf

Our Ref/Ein Cyf

Pending

Date/Dyddiad

Dear Sir/Madam,

**COUNCIL TAX - APPLICATION FOR PERSONS TO BE DISREGARDED FOR DISCOUNT PURPOSES –  
IN FULL TIME EDUCATION/STUDENT/STUDENT NURSE**

In response to your request, I enclose an application form for a person to be disregarded from your household. This form must be completed by or on behalf of the person who is liable to pay Council Tax.

The following are persons who may be disregarded:

**STUDENTS** – A student is a person other than a student nurse who is regarded as:

1. **a foreign language assistant** (if appointed as a foreign language assistant at an education establishment in Great Britain and are registered with the British Council);  
or
2. **a full-time student** enrolled with a relevant educational establishment, undertaking a full time course of education which: -
  - a. subsists for at least 24 weeks in a calendar or academic year; and
  - b. the course requires a minimum period of study/tuition/work experience amounting to an average of 21 hours per week over the year (N.B. a course will not count as full-time if over the duration of the course, the combined periods of work experience exceed the combined periods study and tuition);or
3. **is under 20 years of age** and undertaking a qualifying course of education at a relevant educational establishment which;
  - a. is any qualification no higher than A-level or equivalent
  - b. subsists for a minimum of 3 calendar months
  - c. requires a minimum period of study of at least 12 hours per week
  - d. is **not** undertaken in respect of the students employment
  - e. is normally undertaken between 8.00 a.m. and 5.30 p.m.

**STUDENT NURSES** – A person is classed as a Student Nurse if he/she is undertaking a course leading to registration under the Nurses, Midwives and Health Visitors Act (1997) at a College of Nursing and Midwifery or a College of Health.

**REMINDER - A discount can only be awarded where ONE person remains liable after all other residents have been disregarded, e.g. in a three adult household, two have to qualify to be disregarded before a discount can be awarded. A house occupied wholly by full-time students may qualify for a full exemption.**

Yours faithfully

**W J Carpenter**  
**Council Tax & NNDR Manager**

**PART A -**

**Applicant's Name:** (must be person liable for Council Tax) .....

**Address:**  
.....  
.....

**Post Code:** .....

**Please state the number of residents over the age of 18 living in the dwelling:**

**Please state names and dates of birth of any residents between ages of 16 and 18 years:**

NAME	DATE of BIRTH
.....	...../...../.....
.....	...../...../.....

**PART B -**

**Full name of student to be disregarded:** .....

**Name and address of Educational Establishment with whom student is enrolled**.....  
.....  
.....

**Post Code** .....

**Name of course undertaken:** (include level i.e. H.N.D., BTECH, B.A.) .....

**Date course commences**...../...../..... **Date course finishes:** ...../...../.....

**Average no. of hours of study/tuition each week**  **hours. Is the course:** FULL-TIME/PART-TIME

**Are you in receipt of a Student Grant?** YES/NO **Are you in receipt of Child Benefit? \* YES/NO**

(\*If in receipt of Child Benefit please state DSS Allowance No ..... and date benefit ceases ...../...../.....)

**PART C – DECLARATION** I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorize the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: ..... Tel No: .....

Mr Mrs Miss Ms

Full Name: ..... Date: ...../...../.....

*(Block Capitals)*

**WARNING – GIVING FALSE INFORMATION MAY RESULT IN PROSECUTION**

**Data Protection Act 1998**

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Work and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

**We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.**

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Information Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG. Telephone number 01443 815588 or e-mail [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk).

Correspondence may be in any language or format – *Gallwch ohebu mewn unrhyw iaith neu fformat* [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

**PLEASE RETURN THIS FORM TO:** The Council Tax Section, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG.

**\*\*\*\*\*TOGETHER WITH A STUDENT CERTIFICATE COMPLETED BY THE CERTIFICATION OFFICER OF THE EDUCATIONAL ESTABLISHMENT CONCERNED\*\*\*\*\***