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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Council Tax Account Number: \_\_\_\_\_  
Postcode: \_\_\_\_\_

## **COUNCIL TAX - DISCOUNT FOR STUDENTS AND STUDENT NURSES**

You have recently indicated that you wish to apply for a discount on your Council Tax as you or a member of your household are/is a Student/Student Nurse - See Annex A overleaf. I shall be grateful, therefore if you will complete sections 1 and 2 below and return this form.

It will also be necessary when returning this form, to provide verification of student status for each person you have indicated as a student/student nurse. Certificates (See Annex A overleaf) verifying student status must be obtained by the student in question from their relevant educational establishment.

<b>1. Details of ALL people (if any) aged 18 or over who live in the property:</b>			
Title (Mr/Mrs/Miss/Ms)	Forename(s)	Surname	Student/Student Nurse
			Yes / No

<b>2. Are any of the above named person not British Citizens</b>	Yes / No
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The information collected on this form is necessary to administer your Council Tax and fulfil the council's statutory functions, and will not be used for any other purposes.

**Privacy Notice** - Borough of Broxbourne Council is committed to protecting your privacy when you use our services. Our Privacy Notice explains how we use information about you and how we protect your privacy. <https://www.broxbourne.gov.uk/resident/privacy-policy>.

### **Declaration:**

I declare that the information given on this form is correct to the best of my knowledge and undertake to notify you immediately if I believe that I am no longer eligible for the discount granted in respect of this application.

I understand that the information on this form may be checked, stored on and processed by computer, it may be checked with other information held by the Council and be disclosed for other Council purposes as described on the register entry compiled by the Data Protection Registrar.

Signed..... Full Name..... Date.....

Telephone Number: Home..... Mobile.....

You do not have to supply your telephone number but it will be helpful if you do so.

## **ANNEX A**

This Annex summarises the definitions of Student and Student Nurse for Council Tax purposes.

### **Students:**

Someone qualifies as a student if he or she is:

- (i) On a full time course of education (e.g. attending a university, polytechnic or college course which lasts for at least an academic year, takes at least 24 weeks a year and involves at least 21 hours of study per week during term-time. This will include student nurses studying academic courses at universities or polytechnics, or who are on Project 2000 courses);
- (ii) On a qualifying course of education (e.g. under 20 years old, following a course which lasts more than three months and at least 12 hours per week for any qualification up to A level, ONC or OND standard. Correspondence courses, evening classes, or courses taken in connection with a person's job, such as on day-release, are not included); or
- (iii) Registered as a foreign language assistant with the Central Bureau for Educational Visits and Exchanges.

Overseas students can qualify in the same way as home students

### **Student Nurses**

Someone qualifies as a student nurse if he or she is on a course leading to registration on any of Parts 1 to 6, 8, 10 or 11 of the Nursing Register. Only student nurses studying for their first inclusion on the Register qualify. Nurses who are already on the Register but are taking further courses will not qualify. Student nurses studying academic courses at universities or polytechnics, or who are on Project 2000 courses, are excluded from this definition as they are considered as students.

## **ANNEX B**

Educational establishments are required to supply, on request, a certificate to any person who is following or has followed a course of education at that establishment as a student or student nurse. However an establishment may refuse to comply with a request made more than one year after the person making it has ceased to follow a course of education at that establishment.

**CERTIFICATES may be in any form, but must contain the following information:**

- (a) the name and address of the educational establishment by whom the certificate is issued;
- (b) the full name of the person to whom it is issued;
- (c) where the person is undertaking a "qualifying course of education" (see Annex A), his or her date of birth (where this is known to the establishment);
- (d) a statement certifying that the person is following or has followed a course of education as a student or, as the case may be, a student nurse;
- (e) the date when the person became a student or student nurse at the establishment and the date when his/her course has come or is expected to come to an end.