

Council Tax Status Student/Student Nurse

Please read the notes overleaf. This form should be completed in ink and block capitals.

Part A only should be completed by the educational establishment if the student is a foreign language assistant. Part B should be completed by the educational establishment where the student is following his or her course of education. Part C should be completed by the liable person. The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA

Student's name	
Term time address	Home address

Number of adults over 18 residing in the property

PART A – To be completed by the educational establishment if the student is a foreign language assistant.

Declaration

I declare that _____ is registered with the Central Bureau for Educational Visits and Exchanges as a foreign language assistant and is working as such an assistant at this educational establishment.

Signature

Status

Date

Stamp of educational establishment

PART B – To be completed by the educational establishment where the student is following their course of education.

Name and address of educational establishment	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>
Full name of student	<input type="text"/>
Date course started	<input type="text"/>
Date course expected to end	<input type="text"/>

Declaration

I declare that _____ is following a course of education as a student with this educational establishment.

Signature

Status

Date

Stamp of educational establishment

PART C – To be completed by the liable person.

Name of the course	<input type="text"/>		
Certificate or qualification studied for	<input type="text"/>		
Please tick one box for each question			
Does the course last for at least 24 weeks in the academic year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do the required periods of study and tuition average at least 21 hours a week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the student in employment which requires him/her to take this course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is tuition principally received through correspondence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are the relevant course activities normally carried out before 8am or after 5.30pm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do the periods of supervised study and tuition come to less than 12 hours a week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the student 20 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Student's date of birth <input type="text"/>

Declaration

I declare that, to the best of my knowledge, the information given in Part C is true and correct.

I understand that it is an offence to knowingly make a false declaration.

I understand that enquiries may be made to verify the information given.

If awarded a discount I undertake to inform the Council within 21 days of any change in circumstances affecting the amount of Council Tax payable.

Signature Date

Email Daytime Tel Mobile

NOTES

1 Introduction

1.1 Students

A person is a student for Council Tax purposes if he/she falls into one of the categories below:

Foreign Language Assistants

A person is a Foreign Language Assistant for Council Tax purposes if he/she is:

- registered with the Central Bureau for Educational Visits and Exchanges AND
- is appointed as such an Assistant at a school or other educational establishment

Full-time students undertaking specified university, polytechnic or college courses.

To qualify as "full-time" a course must:

- extend over at least 24 weeks of an academic year;
- require on average, in the opinion of the institution, at least 21 hours per week of study and/or tuition.

Other nurses studying academic courses at universities or polytechnics may also qualify if they fulfil certain conditions.

Students under 20 undertaking qualifying courses.

The student must be:

- on a course lasting more than three months;
- receiving tuition or undertaking supervised study for at least 12 hours per week;
- studying for any qualification up to A-level, Higher, HNC or HND.

Certain courses such as correspondence courses, evening classes or courses taken in connection with a person's employment are not qualifying courses for Council Tax purposes.

1.2 Student Nurses

A person is a student nurse for Council Tax purposes if he/she is EITHER:

- undertaking a course which leads to registration on any of Parts 1 to 6, 8 or 11 of the Register maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979 as a first inclusion on the Register; OR
- undertaking a course which leads to registration on Part 10 of that Register as a first inclusion on the Register and is employed by a Health Board or Health Authority.

Note: This form should not be completed if the person to be entered is under 18 or an apprentice. Further information on any of these categories can be obtained from East Lothian Council at the address shown.

2 Part A

Part A should be completed only if the person is a Foreign Language Assistant. An appropriate officer of the educational establishment should complete the section stamping the form where indicated. Parts B and C of the form should be left blank. The form should then be returned to East Lothian Council at the address shown.

3 Parts B & C

These sections should only be completed if the person is undertaking a course of education either as a full-time student or by undertaking a qualifying course. Part B should be completed by the educational establishment. Part C should be completed by the person liable to pay Council Tax on the property where the student is living. Part A should be left blank.

3.1 Part B

Part B should be completed by an appropriate officer of the educational establishment. The declaration should be signed and dated and the form stamped where indicated. Paragraph 5(1) of Schedule 1 to the Local Government Finance Act 1992 provides that, where a person is following a course of education at an educational establishment, that educational establishment shall supply a certificate to the person concerned. We would be obliged if the educational establishment would treat Part B of the form as such a certificate and complete it accordingly.

The information to be contained in such a certificate is prescribed by the Secretary of State and includes the following:

- the name and address of the educational establishment supplying the certificate;
- the date when the person became a student and the date on which the course is expected to end;
- a statement certifying that the person is following a course of education at the educational establishment as a student.

3.2 Part C

Part C should be completed by the liable person and the declaration signed and dated. The information is required to ensure that a Council Tax discount or exemption is correctly awarded. If you are unsure of the length of the course within the academic year or of the required hours of study and tuition you should seek advice from the educational establishment the student is attending.

This form should be completed and returned to:

Council Tax Team
East Lothian Council
Haddington
EH41 3HA

Failure to complete and return this form could result in the award of a Council Tax discount being delayed or cancelled.

If you wish to contact a member of the Council Tax Team, please phone 01875 824314 or visit www.eastlothian.gov.uk/counciltaxforms and complete one of our online forms.

Alternatively, you can call in to one of our local offices from 9.00am to 4.30pm Monday, Tuesday and Thursday, 10.00am to 4.30pm Wednesday or 9.00am to 3.30pm Friday.

Dunbar Area Office – The Bleachingfield Centre, Countess Crescent, Dunbar EH42 1DX
Haddington Area Office – John Muir House, Brewery Park, Haddington EH41 3HA
Musselburgh Area Office – Brunton Hall, Ladywell Way, Musselburgh EH21 6AF
North Berwick Area Office – North Berwick Shared Facility, School Road, North Berwick EH39 4JU
Prestonpans Area Office – Prestonpans Shared Facility (Library), West Loan, Prestonpans EH32 9NX
Tranent Area Office – The George Johnstone Centre, 35 Winton Place, Tranent EH33 1AE

*East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information go to: www.eastlothian.gov.uk/privacyct
Personal data will be retained in line with East Lothian Council's retention policies.
For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk*

For further information refer to our website www.eastlothian.gov.uk/counciltax