



## Council Tax

Property No .....

Name .....  
Address .....  
.....  
..... Postcode .....

Reference Number .....  
Issue Date .....  
Return By Date .....

### Application for Student Property Exemption/Discount

#### Information

##### Full-time students

If you are a full-time student you are eligible to claim a Council Tax exemption or discount.

##### What is a full-time student?

For Council Tax purposes a full-time student is someone; who studies and attends a college or university in the UK for 21 hours or more per week and for at least 24 weeks in each academic year.

**Note:** Aberdeenshire Council will no longer consider you to be a student for Council Tax purposes when your course ends, if you drop out or are no longer permitted to attend by the college or university.

##### Part-time students

If you are a part-time student, you are not eligible for Council Tax exemption or discount. You can however claim Council Tax Benefit which is based on your family income. For more information on Council Tax Benefit visit our Website [www.aberdeenshire.gov.uk/benefits/counciltax](http://www.aberdeenshire.gov.uk/benefits/counciltax) or contact the Benefits Section on 08456 08 01 49

If you are not sure whether you are a full-time or part-time student, contact your college or university who will be able to give advice.

There are four categories for student properties. To qualify for one of these reductions the following conditions must be met:

- 1. Occupied solely by students:** must be undertaking a full-time course of education at a recognised educational establishment. If a student's spouse or dependent is not a British Citizen and also lives in the property exemption/discount may still apply.
- 2. Occupied by students and non-students:** if more than one adult lives in the household and all but one is a student a discount of 25% can be applied.
- 3. Unoccupied but previously occupied by students:** must have been undertaking a full-time course of education at a recognised educational establishment. This exemption is for a maximum period of 4 months and can be claimed by the landlord and will only be granted if the property is to be re-occupied by students.
- 4. Unoccupied but owned/leased by student living elsewhere:** must be undertaking a full-time course of education at a recognised educational establishment elsewhere.

Any application for exemption/discount must be made by the person who is liable to pay the Council Tax for the property. Please use **BLOCK CAPITALS** (using black ink) when filling in the form.

### Section 1 Information About the Property

Address at which reduction is being claimed (including flat location) .....  
..... Postcode .....  
Landlord's Name and Address .....  
..... Telephone No. ....  
Which reduction category does the property fall into (Refer overleaf to page 1) .....  
For categories 3 and 4, from which date did the property become unoccupied .....

### Section 2

Please list below all member(s) of your household aged 17 and over, including yourself, noting which member(s) are students:

Full name of person(s) in Household	Is the person a Full-time student Yes or No

### Section 3 To be Completed by the College or University

I can confirm that ..... Date of Birth .....  
is residing at .....  
and is a full-time student  student nurse  (please tick), taking the following course of education  
Student matriculation number .....  
Course name .....  
Course start date ..... Course end date .....

College/University stamp

Signed .....  
Print name .....  
Position .....  
Date .....  
Contact number .....

### Declaration by Applicant

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I will undertake to inform the Council of any change in my circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature ..... Date .....  
Print name ..... Telephone No. ....  
Email ..... Mobile Telephone No. ....

**Any information you provide will be used and retained on computer by this Authority, and will be shared with other government bodies, including Scottish Water, in accordance with the Data Protection Act 1998.**

**Please return this form to:** Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX.

If you wish further information regarding this form or any other Council Tax query, please contact us by:

**Telephone:** 08456 08 12 01      **Email:** council.tax@aberdeenshire.gov.uk      **Visit our website:** www.aberdeenshire.gov.uk/counciltax