MID SUSSEX DISTRICT COUNCIL

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Mid Sussex Revenues
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COUNCIL TAX DISCOUNT APPLICATION FORM
FULL TIME STUDENT STUDYING WITHIN THE EUROPEAN UNION

Please return this form to the PO address above

Information will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

Information recently received regarding the above address indicates that a member of your household is in a full time course of education and studying within the European Union.

A full time course of education is defined as one which continues for at least one academic or calendar year, where the person undertaking it is normally required to undertake on average, 21 hours of study, tuition or work experience, for at least 24 weeks in that year. Please note that with the exception of the initial training of teachers in schools, periods of work experience should not exceed periods of study/tuition for the course as a whole.

Please complete and return the enclosed application form together with the following information: -

- A copy of the letter confirming acceptance on the course

- Proof of enrolment details

- Key details of the course (duration, hours, syllabus etc)

- Confirmation of payment for the course (this may be an invoice)

- Contact name & address of the institute course administrator to whom the local authority can seek further information.

In addition to the discount, the property could be fully exempt from Council Tax if all the occupiers are students (full time students, or further education students aged 18 or 19), or the only other occupiers are the non-British spouse or non-British dependant of one of the students (whose entry into this country prevents them from taking paid employment or claiming benefits).

If you think this exemption might apply, please contact the Council Tax office with details.

Should the circumstances of the person studying or the number of adult persons in the household change after you have completed the form, you must notify the Council Tax office within 21 days of the change. In the meantime, if you have any queries, please contact the revenues department.

COUNCIL TAX APPLICATION FOR DISREGARD FOR DISCOUNT PURPOSES FULL TIME STUDENT STUDYING WITHIN THE EUROPEAN UNION

Council Tax Account Reference Number: …………………………………….………………

SECTION 1 – DETAILS OF FULL TIME STUDENT		
Last Name:	**First Name/s:**	**Date of Birth (if under 20):**
Term-time Address:		
Home Address (if different from above):		

SECTION 2 – DETAILS OF EDUCATIONAL ESTABLISHMENT			
Name & Address of College or University:		**Full Course Title/Qualification**:	
Telephone Number:		**Course Start Date:**	
Period spent studying (whether at college or otherwise):	**Number of Years**	**Number of Weeks each Year**	**Number of Hours each Week**
Period spent on Work Experience	**Number of Years**	**Number of Weeks each Year**	**Number of Hours each Week**

SECTION 3 – HOUSEHOLD DETAILS	
Number of people aged 18 or over who have the property to which this form is addressed as their main home (including any people to be disregarded):	**Number of people aged 16 or 17 who have the property to which this form is addressed as their main home:**

SECTION 4 – DECLARATION AND SIGNATURE

Upon completion, this form should be returned to the Council at the address shown at the top overleaf.

Please note: Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at https://www.midsussex.gov.uk/about-us/privacy-notice for further details.

I declare that the information I have given on this form is complete and accurate to the best of my knowledge

Signature: …………………………………………….   **Date:** ……………………………….....................

Full Name: ………………………………………..   ***Contact Phone No:** ……………….....................

*Email: ……………………………………………....   *** Not obligatory but may help in case of a query**

Don't forget to enclose the information requested