

Student Nurses

- Please give the full name of the student nurse
 - Please give the full name and address of the college
 - Please provide your National Insurance Number
 - What is the students Certificate No.
(The certificate is issued by the college/university)
- Please enclose a copy of the certificate with this form**
- What is the name of the course being undertaken
 - Please give the start and end dates of the course

Foreign Language Assistants

- Please give the full name of the foreign language assistant
- Please provide your National Insurance Number
- Please give the full name and address of the educational establishment where the foreign language assistant attends
- What is the name of the course being undertaken
- Please give the start and end dates of the course

Please send proof from the Central Bureau for Educational Visits and Exchanges

Declaration

I understand that I must let the Council know about any change of circumstances that affect my student discount, this includes telling you when I am no longer a student.

Signed: Date

Please note:

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the city council.

This information may also be used for other related purposes.

Data protection - the information that you are asked to provide may be recorded on computer and is subject to the Data Protection Act 1984

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Check that you have enclosed any items which you are required to send with your claim.
- Make sure you have signed the form.
- Take or send this form to Customer and Support Services, Unity House, Chorley Road, Swinton M27 5AW. Telephone: 0161 909 6502.

Salford City Council

Ref. No.

Name

Address

Post Code

How to pay less Council Tax

Students, Student Nurses and Foreign Language Assistants

Discount claim form

What is a discount for Students, Student Nurses and Foreign Language Assistants?

- Council Tax is a charge set by a local authority based on the valuation band that a property is placed in. The tax can however be reduced in certain circumstances if someone is entitled to a **discount**.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be cut by 25%. If no-one is living in a dwelling as their main home, the bill can be cut by 50%.
- Certain people are not counted when looking at the number of adults living in a dwelling. People who are students, student nurses or foreign language assistants are not counted.

IMPORTANT

- If your College is **not** a recognised prescribed educational establishment and your course does **not** lead to a qualification in either, further or higher education or a University/College Degree, you will **not** qualify for this discount.

Students

- For Council Tax purposes, a person is treated as a student if he or she is on a full-time course of education or on a qualifying course of education. This includes overseas students. Someone is classed as a student if he or she is:-
 - 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; or
 - under the age of 20 and studying for more than 3 months and at least 12 hours per week on 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 day release are not included.

Students nurses studying academic courses at universities or polytechnics or who are on Project 2000 courses will be treated as students for Council Tax purposes.

Student Nurses

- A person is treated as a student nurse and therefore not counted for Council Tax purposes if he or she is on a course leading to registration on any parts 1 to 6, 8, 10 or 11 of the nursing register. Only students studying for their first inclusion on the register will not be counted. Nurses who are already on the register but are taking further courses will be counted. 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 to be students.

Foreign Language Assistants

- Foreign language assistants registered with the Central Bureau for Educational Visits and Exchanges will be treated in the same way as students.

Want to know more?

- If you have any questions at all about discounts for students, student nurses or foreign language assistants just ask and we will be pleased to help you.
- Call in or write to:
Salford City Council
Customer and Support Services
Unity House, Salford Civic Centre
Chorley Road
Swinton M27 5AW
- Or, if you prefer, telephone us on **0161 909 6502**

Further information can be obtained at: www.salford.gov.uk

Do you want to claim? If "YES" please go to the next part.

Please note

The claim must be made by the person liable to pay the bill (or by an agreed representative).

IMPORTANT

If your Student Certificate is only for 12 months, please note, you must provide a new one for each year you are studying.

Please note that failure to provide a current certificate will result in your claim for student discount being cancelled.

Information needed from you

- Please complete the relevant section below including the declaration and return the whole form to us
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

- Please give us your full name and address (if not shown).

Name _____
Address _____

_____ Post Code _____

- Please provide me with your address outside of term-time
- Please provide me with your previous address

- Please provide me with the date you moved into the property

- Please provide me with email address:
contact telephone number:

- Please provide me full names of all people 18 yr and over and tick the box if they are students

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

- Please give us the name and address of your landlord

- Is the property furnished unfurnished

Students

- Please give the full name of the student

- Please provide your National Insurance Number.

- What is the students date of birth

- Please give the full name and address of the college/ university

- What is the students Certificate No.
(The certificate is issued by the college/university)

Please enclose a copy of the certificate with this form

- What is the name of the course being undertaken by the student

- Please give the start and end dates of the course

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