

Orkney Islands Council

Council Tax – Application for Student Discount



You should complete this form if you wish to apply for a discount because you, or someone in your household, are a student.

The student must complete Parts 1 & 2 of this form and then return it to the Council. The Council will then arrange for the Educational Institution to certify, in Part 3 of this form, that the named person is a student at that institution.

Part 1 About you – to be completed by the student

Name _____

Address _____

_____ Postcode _____

Term Time Address (if different) _____

_____ Postcode _____

Date of Birth _____/_____/_____

To qualify for a reduction in Council Tax on the grounds that you are a student you must tick one of the 3 boxes shown below to describe the type of student that you are. **If any of these boxes do not apply you will not be entitled to receive a student discount and should not continue with the application.**

1. Are you a Foreign Language Assistant?

You must be registered as a foreign language assistant with the British Council and are appointed at a school or other educational establishment in Great Britain (please provide evidence along with this application and proceed to part 2 of this application)

2. Are you a student undertaking a qualifying course of education?

You must be aged under 20 and undertaking a course of education that is not higher education – the course must last for more than 3 months and the number of hours more than 12 per week.

3. Are you a student undertaking a full-time course of education?

- You must be undertaking a course of further education, higher education, a course leading to a theological certificate; or a course which is equivalent to any one of those.
- You must be normally expected to be required by the educational institution to undertake periods of study, work experience or tuition (whether received at the premises of the institution, through correspondence or otherwise).
- The periods of study, work experience or tuition must amount to at least 24 weeks in the academic year; and average at least 21 hours per week during each of those weeks.

Name of Educational Establishment that you attend _____

Address of Educational Establishment _____

_____ Postcode _____

Name of Course that you are studying _____

Qualification being studied for _____

Duration of course From _____/_____/_____ to _____/_____/_____

(If the duration of the course is for more than one academic year please give the start date and end date of the complete course)

Please turn over

Are you required by the institution to undertake periods of study, work experience or tuition for at least 24 weeks within each academic year? Yes No

Do the periods of study, work experience or tuition exceed on average 12 hours per week? Yes No

Are you normally required to attend the educational institution principally between the hours of 8.00am and 5.30pm? Yes No If No, please state when you principally Undertake your studies _____

Part 2 Declaration – to be completed by the student

I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect my Council Tax. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution or a fine.

Signature _____ Name (print) _____ Date ___/___/___

Please provide your email address or telephone number in case we need to contact you about your application. You do not have to tell us but it will help us to contact you quickly if we have any questions.

email address: _____ Telephone: _____

Details on how the information about you will be used (privacy statement) is attached to this form.

Part 3 To be completed by the Educational Institution

Paragraph 5 of Schedule 1 to the Local Government Finance Act 1992 requires an educational establishment to provide a certificate, on request from the student, to confirm the course of education at that educational institution by the student. Details are provided by the student in Parts 1 & 2 of this application. The educational establishment should complete this part of the form.

Name of Educational Institution _____

Address _____

Postcode _____

I certify that _____ (name of student) is following, or has followed a course of education (as described in Parts 1 & 2 of this form) at the above educational establishment as a student.

Signature: _____ Name (print) : _____ Date ___/___/___

Position: _____ Tel: _____ email: _____

Please return the completed form to the Council Tax Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY. Tel: (01856) 873535 Ext 2133 (Direct Dial 01856 886322), email: revenues@orkney.gov.uk website: <http://www.orkney.gov.uk/>

May 18

For official use only:

Ctax Ref _____ Issued ___/___/___ Input by _____ Date ___/___/___
Contact Details Updated Y / N

How information about you will be used

We need the information on this form to determine if you are entitled to a Council Tax or Scottish Water (water and waste water) discount/exemption and to process your application. The Local Government Finance Act 1992 is the legal basis for the Council processing your personal information.

The information may be shared as follows.

- Within the local authority, with other local authorities and Audit Scotland to detect and prevent fraud.
- Within the local authority to help improve the services provided by the Council, such as information on properties that become empty or become occupied.
- With the Assessor to maintain the Council Tax Valuation List and to evidence empty properties.
- With the Electoral Registration Officer to determine eligibility to vote.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit <http://www.orkney.gov.uk/Online-Services/privacy.htm>. If you are unable to access the Council's website you can request a paper copy from the Council. Users of smartphones can also scan the code below to access the information.

