

**COUNCIL TAX
DISCOUNT FOR STUDENTS
APPLICATION FORM**



YOUR NAME AND ADDRESS:

Revenue Services
County Hall
Mold
Flintshire CH7 6NA

Telephone Number: (01352) 704848

If you need to contact us, please quote

Account Reference Number

A student who is enrolled on a full time course of education is not treated as a resident for Council Tax purposes. This is known as a 'discount disregard'.

This means that, dependent on the number of other residents in your household, you may be entitled to a discount on the amount of Council Tax that you pay.

To qualify for a discount, a student should be undertaking a full time course of education at an approved educational centre. The course must last for at least one academic year, must require a student to study for at least 24 weeks in each academic year and involves at least 21 hours of study a week during term time. Evening classes, correspondence courses and job-related training do not qualify as full time courses.

We will look to see if you are entitled to a discount if you complete, sign and return this form to the above address.

For this discount to apply you must return a student certificate issued by the college/university with this form. Failure to do so will result in a delay in your application being processed.

Please complete this form in **BLACK INK**

If you need any help or advice to complete this form, you are welcome to visit one of our Connects Centres in Buckley, Flint, Connahs Quay or Holywell (opening times as advertised)

A	YOUR HOUSEHOLD DETAILS
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- Please tell us the names of all the people aged 18 years or over, who normally live in the property, including the person who is a student.

Title	First name	Surname	Date of birth

B	STUDENT DETAILS
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2. Please tell us the full name of the person who is a full time student

Title	First Name	Surname

3. Please tell us the name and address of the education centre

Name of the Education Centre	Address of the Education Centre

4. Please give us details of the course taken:-

Name of course taken

Please tell us the course start date

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Please tell us the expected course end date

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C	DECLARATION
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The information I have given on this form is correct. If I qualify for the Student Discount, I agree to tell Flintshire County Council if the student named in this application, leaves the household or they leave the educational course before the expected course end date, or someone else over the age of 18 moves in.

Your Signature _____ Date: _____

Your Full Name (Please print) _____

Your Contact Telephone Number _____

Would you like to receive your council tax bill by e-mail? Yes* No

*E-mail address: _____

REMEMBER TO ENCLOSE YOUR STUDENT CERTIFICATE WITH THIS FORM.

Privacy Notice

Flintshire County Council will use the information you give in this form, and any supporting evidence you provide to assess your liability for Council Tax. This is required under Local Government Finance Act 1992 and all other relevant regulations associated with the assessment of Council Tax.

We will keep your data for the duration when you are liable to pay Council Tax and for a period of 7 years after your liability to pay Council Tax has ended.

We may share your information with other Council services in order to ensure our records are accurate and up-to-date, to improve the standard of the services we deliver, and to perform any of our statutory duties, including enforcement duties.

Flintshire County Council may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime
- the assessment or collection of any tax or duty or of any imposition of a similar nature
- protect public funds.

If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights, please see our privacy notice on our website – <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>