

# Council Tax

## Information for students



*Information about  
exemptions and  
discounts for students*

**City of Bradford MDC**

[www.bradford.gov.uk](http://www.bradford.gov.uk)

# Council Tax and Students

## What is Council Tax?

Council Tax helps to pay for local services. The person who lives in a property normally pays Council Tax, whether they own or rent it.

## Can I get an exemption or discount?

If **all** the residents in a property fall into one of the categories listed below you might get an **exemption** (not have to pay Council Tax).

If there is **only one** resident who **does not** fall into one of the categories listed below, then you might still get a **discount**.

## The categories are:

- students attending a full time course for at least one academic or calendar year at a recognised college or university
- students aged 18 or 19 at school or college for at least 12 hours a week. The course must last for at least 3 months and must not be day release or an evening class.
- foreign language assistants
- Student Dependant from overseas

Exemptions and discounts can be applied for by residents and also by landlords who rent their properties to students.



# How to apply

To get an exemption or discount you will have to provide some information and documentation.

## You must:

1. Tell us what address you are applying for. Fill in the whole of Part 1 on the attached form – remember to name all of the adults (aged 18 and over) living in the property.

**and**

2. Provide us with proof of full time student status by filling in Part 2 of the form. If you already have a certificate issued by your place of study you can send us a copy instead.

Foreign language assistants will need to provide a copy of their certificate from the Education & Training Group of the British Council.

**and**

3. Sign the declaration at the bottom of Part 2 on the form.

**and**

4. If you are living here with any adult Student Dependant on a limited stay visa you should also provide a copy of their passport and visa details. **If the visa is a card based visa with endorsements on two sides, copies should be provided of BOTH sides.**



Once you have completed the form and had it verified by your place of study you can return it to:

City of Bradford MDC, Department of Customer Services, Council Tax, Department 11, Britannia House, Hall Ings, Bradford BD1 1HX

Or

Scan and email the form to: [council.tax.99@bradford.gov.uk](mailto:council.tax.99@bradford.gov.uk)

Or

Visit our enquiry office at:

bdirect, Centenary Court, 1 St. Blaise Way, Bradford BD1 4DB

Please contact us for the addresses of our other enquiry offices.

## What if my circumstances change?

If you are awarded an exemption or discount you need to **tell us within 21 days if there is any change in circumstances which may affect the exemption or discount** (for example, if a student withdraws early from their course or if someone else joins your household).

Please also be aware that any exemption or discount will end when the student's course ends. A Student Dependant does not qualify for a discount after the student's course ends.

## Important information

If you do not provide us with enough information and documentation to allow an exemption or a discount from Council Tax then by law you will be required to pay a full Council Tax bill.

Not paying a Council Tax bill is a serious matter and we may take you to court if you don't pay.

If there is more than one student living in the property then each student should fill in a separate form.

You can download extra forms from the website [www.bradford.gov.uk/counciltax](http://www.bradford.gov.uk/counciltax)

Information about other types of exemptions and discounts can also be found on the website.

If you have a query about anything in this leaflet or need any help completing this form, please contact us on 01274 437715.

