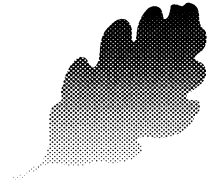


Confirmation of Council Tax Status Student/Student Nurses



General Data Protection Regulation GDPR - We are asking for the following information in accordance with provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and Data Protection Act 2018. We will use this information to help us determine your liability for and to collect your Council Tax. You can find more information on how your personal information is used for Council Tax on our Privacy Notice which can be found at www.midlothian.gov.uk/privacy

This form should be completed in black ink and block capitals. Please read the notes at the end of this form.

Part A - To be completed by the liable person if the student is following a course of education or is a foreign language assistant

Student name
Term time address

Home address

Council Tax Ref:

Number of persons living in the home who are 18 years old or over. **(You must notify us when anyone in the household turns 18 or there are any changes of circumstances).**

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Name of course

Qualification studied for

Please answer Yes or No

Yes/No

Does the course require attendance at the educational institution for at least 24 weeks within each academic year?

--

Is it a requirement to undertake periods of study or tuition for an average of at least 21 hours a week?

--

Is the student in employment which requires her/him to take this course?

--

Is tuition principally received through correspondence?

--

Are the relevant course activities normally carried out before 8 am or after 5.30 pm?

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Do the periods of supervised study and tuition come to less than 12 hours a week?

--

Is the student under 20 years of age?

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Declaration

I declare that to the best of my knowledge, the information given in Part A above is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given. If awarded a discount or exemption, I undertake to inform you within 21 days of any change in circumstances affecting the amount of Council Tax payable.

Signature

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Date

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PART B - To be completed by the registration/admissions officer if the student is following a course of education or is a student nurse

Name and address of educational establishment

Date course started

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Date expected to end

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Declaration

I declare that the person entered in Part A above is following a course of education as a student with this institution.

Signature

Status

Date

Stamp of educational establishment

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PART C - TO BE COMPLETED BY THE EMPLOYER OF STUDENT NURSES (NB: Student nurses who do not attend an educational establishment do not count as student nurses for Council Tax purposes)

Full name of Student Nurse

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Declaration

I declare that the person entered in Part C above is:

- Undertaking a course which leads to registration under the Nurses, Midwives and Health Visitors Act 1997 as a first inclusion on that Register;

Signature

Status

Date

Stamp of Employer

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PART D - TO BE COMPLETED BY THE REGISTRATION/ADMISSIONS OFFICER IF THE STUDENT IS A FOREIGN LANGUAGE ASSISTANT

Declaration

I declare that the person entered in Part A above is registered with the Central Bureau for Educational Visits and Exchanges as a foreign language assistant and is working as such an assistant at a school or other educational institution.

Signature

Status

Date

Stamp of Institution

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NOTES

The following is general guidance as to who can or cannot be considered a student for Council Tax purposes. Please note that this is not exhaustive and other criteria may apply. If you are unsure or wish further information, you can contact us by letter, phone, email or in person. See the bottom of this page for details.

A student is someone who:

Is registered with the Central Bureau for Educational Visits and Exchanges as a foreign language assistant

OR

Is aged under 20 and undertaking a qualifying course or courses of education consisting of more than 12 hours per week with a single educational establishment

AND

The course lasts for more than 3 calendar months

OR

Is undertaking a course of education which requires the attendance of persons undertaking it for a period of at least 24 weeks within each academic year of the institution providing it

AND

In respect of which, in the opinion of the institution, a person would ordinarily require to undertake periods of study or tuition totalling an average of at least 21 hours a week.

A student nurse is someone undertaking a course leading to first registration under the Nurses, Midwives and Health Visitors Act 1997.

A student is *not* someone who:

Is an apprentice or a youth training trainee (Download a form from our website www.midlothian.gov.uk or contact us) .

Is undertaking a course of study through correspondence (i.e. Open University).

Is a student nurse undertaking hospital-based training.

Contact us:

By telephone: 0131 271 3201

By email: revenues.enquiries@midlothian.gov.uk

By letter: The Director of Health and Social Care
Midlothian Council
PO Box 12956
DALKEITH
EH22 1YB

In person: Buccleuch House, 1 White Hart Street, Dalkeith is open for public enquiries from 9.00 a.m. to 5.00 p.m. on Monday, Tuesday and Thursday, from 10.00 a.m. to 5.00 p.m. on Wednesday, and from 9.00 a.m. to 3.30 p.m. on Friday.