

Confirmation of Council Tax Status

Students

Section1: Applicant Details

(Student following a course of education or foreign language assistant)

Question	Answer
Name of applicant	
Home address (inc. postcode)	
Term time address (inc. postcode)	
How many adults over 18 live in the applicant's home?	
Qualification on completion	
Date course started	
Date course will end	
Name of course	
Council Tax reference	
Does the course require attendance at an institution for at least 24 weeks each academic year?	
Is it a requirement to undertake periods of study or tuition for an average of at least 21 hours a week?	
Are you in employment which requires you to take this course?	
Is tuition principally received through correspondence?	

Question	Answer
Are the relevant course activities normally carried out before 8 am or after 5.30 pm?	
Do the periods of supervised study and tuition come to less than 12 hours a week?	
Are you under 20?	

Declaration

The information on this form is true and correct. I understand that it is an offence to knowingly make a false statement. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given.

Signature _____

Date _____

Section 2 – Educational establishment declaration

Declaration

I confirm that the applicant is following a course of education as a student with this institution OR 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 _____

Institution Stamp

Address of educational establishment

Date _____

Return form to: Midlothian Council, PO Box 12956, DALKEITH, EH22 1YB

General Data Protection Regulation - We are asking for this 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. More information at www.midlothian.gov.uk/privacy

Guidance:

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.
OR
- 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
- Is undertaking a course of study through correspondence (i.e. Open University).
- Is a student nurse undertaking hospital-based training.