

Application for a reduction in your Council Tax for a full-time student, apprentice, youth trainee or school leaver.

Please complete all pages of this form, sign the declaration at the end and return the form to:
The Council Tax Service, PO Box 3, Manchester, M15 5BA.

Part 1 About the person applying for the reduction	
Your full name:
Your address:
Your Council Tax reference number (it's on the bill):	<div style="border: 1px solid black; width: 400px; height: 25px; margin: 0 auto;"></div>
Your contact details:(landline number)(mobile number)(email address)
Your landlord's address if you rent this property:
<p>Are you a student (including if you are a student nurse, midwife or post-registration health visitor trainee and not hospital-based: a student teacher; an apprentice or trainee)?</p> <p style="padding-left: 40px;">No <input type="checkbox"/> go to part 5.</p> <p style="padding-left: 40px;">Yes <input type="checkbox"/> continue with part 2.</p>	
Part 2 About your course	
<p>Are you at one of these: Manchester Metropolitan University, University of Manchester, University of Bolton, Manchester College of Law, Royal Northern College of Music, Manchester Victoria College, University of Salford or BIMM Manchester (Brighton Institute of Modern Music)?</p> <p style="padding-left: 40px;">Yes <input type="checkbox"/> Give your student number</p> <p style="padding-left: 40px;">No <input type="checkbox"/> Say where you are studying and enclose your student certificate (you can get it from the university/college admissions office):</p>	
What date did your course start?(date)
What date does your course end?(date)
Are you a student nurse or midwife or post-registration health visitor trainee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
- If Yes, is your training hospital-based?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a student teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part 2**About your course (continued)**

Are you undertaking distance learning with an educational establishment in a member state of the EU? Yes No

Are you studying abroad in an EU member state whilst your sole or main residence remains in England? Yes No

Are you working as a Foreign Language Assistant? Yes No

- If Yes, are you registered with the Central Bureau for Education Visits and Exchanges? Yes No

Does your course include work experience? Yes No

- If Yes, - how many hours of work experience do you do each week?

- how many hours a week do you study, not including work experience?

Are you an apprentice or trainee doing training that leads to an NVQ? Yes No

- If Yes, do you earn less than £195 a week? Yes No

- Please send me a copy of any learning agreement, training plan or apprenticeship agreement that you have and a copy of your latest payslip.

Part 3**If you are an overseas student**

Do you have a partner or dependant who lives with you in the UK? Yes No

- If Yes - do they have a UK passport? Yes No

- are they allowed to do paid work whilst living in the UK? Yes No

- are they allowed to claim benefits whilst living in the UK? Yes No

The terms of their visa may prevent them from working or claiming benefits. Please send me a copy of their passport which shows their visa when you return this form.

Part 4**If you have recently left school**

What is your date of birth?(date)

On what date did you leave school?(date)

Does anyone still get Child Benefit for you? Yes No

If Yes, please send me a copy of the latest Child Benefit award letter when you return this form.

Part 5**Other people at this address**

How many people over 18 live here?

Fill in the details below for each person. Give their full name.

- Tick 'Yes' and give their student number If they are at one of: Manchester Metropolitan University, University of Manchester, University of Bolton, Manchester College of Law, Royal Northern College of Music or Manchester Victoria College, University of Salford or BIMM Manchester (Brighton Institute of Modern Music).

- Tick 'No' if they study anywhere else and enclose a copy of their student certificate from their college Admissions Office.

Application for a student discount (continued)

Part 5 continued Other people at this address	
Person 1	Yes <input type="checkbox"/> Give their student number No <input type="checkbox"/> Enclose their student certificate. Not a student <input type="checkbox"/>
Person 2	Yes <input type="checkbox"/> Give their student number No <input type="checkbox"/> Enclose their student certificate. Not a student <input type="checkbox"/>
Person 3	Yes <input type="checkbox"/> Give their student number No <input type="checkbox"/> Enclose their student certificate. Not a student <input type="checkbox"/>
Person 4	Yes <input type="checkbox"/> Give their student number No <input type="checkbox"/> Enclose their student certificate. Not a student <input type="checkbox"/>
Person 5	Yes <input type="checkbox"/> Give their student number No <input type="checkbox"/> Enclose their student certificate. Not a student <input type="checkbox"/>

Declaration

As far as I know the information I have provided is correct.

Your signature:		Date:	
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Preventing and detecting fraud. Manchester City Council must protect the public funds we deal with. We may use the information you have given on this form and share the information with other organisations that audit or handle public funds to help us prevent and detect fraud. **Find out more at** www.manchester.gov.uk/benefitfraud