

Reduction of Council Tax Residents under 20 and still at school

To apply for a reduction please read the following notes, then complete the questions below and return the form to the Council Tax section at the address shown below.

A person may be disregarded for Council Tax purposes during the period when:

a) Child Benefit is being claimed or could be claimed for that person.

or

b) that person is aged under 20 and is undertaking a qualifying course of Education. This may be up to "A" level or equivalent (e.g. GCSE, "A" LEVEL, B.TEC, OND, etc) and is:

- at least 3 months long, and
- involves at least 12 hours instruction, tuition and supervised study per week; and
- is not a correspondence course; and
- is not undertaken as part of their job; and
- is not an evening class.

The following courses are typical of those which do **not** qualify - HND, Diplomas and YTS Courses.

On receipt of your completed form, you will be notified if the reduction has been granted or not. If you have any queries please call the Council Tax section on 01932 425400.

Email address: counciltax@runnymede.gov.uk
Tel: 01932 425400

Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH
Tel: 01932 838383 Fax: 01932 838384 www.runnymede.gov.uk www.runnymede.gov.uk/enews

Account number: _____

Full name of person at school / college: _____

Address: _____

Date of birth: _____

Is Child Benefit being
claimed or could it be
claimed?

Yes

No

If yes, please state Child Benefit number: _____

Name of school/college: _____

Details of course of education being taken: _____

Is the course full time?
(i.e. over 21 hours per week
and, 24 weeks per year)

Yes

No

Date this course started: _____

Expected last day of final term: _____

Number of occupants over 18 years of age residing in the property: _____

DECLARATION: To be signed by the parent/guardian of the person named above.

I declare that the information given above is true and accurate to the best of my knowledge and belief.

Signed: _____ **Name:** _____

Date: _____

Relationship to applicant: _____

YOU MUST NOTIFY THE COUNCIL TAX SECTION IMMEDIATELY IF ANY OF THE ABOVE DETAILS CHANGE.