

# Council Tax Student Discount York FAQ's – Sept 19

## Who can apply for Council Tax Student Exemption/Discount?

Criteria for being a student entitled to be exempt from Council Tax

- Course must be deemed to be 'Full time'
- Student must attend an educational establishment recognised by City of York Council.

## How to apply for Council Tax Student Exemption/Discount?

1. We need to know where the student is living and who else lives at the same address.

You can do this by either completing one of the online forms:

- The 'Move into York' form [www.york.gov.uk/movein](http://www.york.gov.uk/movein)
- The 'Move within York' form [www.york.gov.uk/MoveWithin](http://www.york.gov.uk/MoveWithin)  
OR
- Your landlord can also advise us of a change in tenancy by completing a 'Change of tenancy' form [www.york.gov.uk/ChangeOfTenancy](http://www.york.gov.uk/ChangeOfTenancy)

2. Students who meet the criteria also need to apply for Student Discount,

- by registering on-line at [www.york.gov.uk/StudentDiscount](http://www.york.gov.uk/StudentDiscount)

Ideally the household completes one form, with all the student details, including university, course name, start and end date, unique student ID and tenancy details.

- We need to confirm each student meets the criteria. In November we get a list of eligible students from organisations below and we check student discount forms received against the list.

<input type="checkbox"/> York University	<input type="checkbox"/> York College
<input type="checkbox"/> York St John University	<input type="checkbox"/> Askham Bryan College

However, not all students are on this list.

- If you are not on the list or want to confirm before we get the list, you can do this by providing a copy of your exemption certificate, available via your e-vision account. Email this to [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk)

## What happens next?

**Properties containing just students** - If we receive an online form, and the property contains solely students who meet the criteria, the Council Tax team will apply the 'Class N' exemption. Once we have received confirmation of student status the property will get a bill advising the charge is zero

**Properties containing a mix of students and non-students** - Properties where students and non-students live together are not entitled to an exemption, however, they may be entitled to a 25% discount. The regular instalments will need to be made until a new bill is received with the discount applied. The discount can be back dated to the start of the course.

## What if I receive a bill or a reminder?

- Check you have completed the online form at [www.york.gov.uk/StudentDiscount](http://www.york.gov.uk/StudentDiscount)
- Check if we have received confirmation, email your exemption certificate available via your e-vision account, to [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk)

For more information visit [www.york.gov.uk/StudentDiscountProcess](http://www.york.gov.uk/StudentDiscountProcess)