



**LGSS COUNCIL TAX DISCOUNT APPLICATION FORM  
18/19 YEAR OLD IN FULL TIME FURTHER EDUCATION**

Please return this form to the PO address shown above

A full time course of further education is one which is of at least 3 months duration and consists of more than 12 hours tuition or supervised study a week. Please complete the application form overleaf (in black ink, using block capitals) with the details of the person engaged in full time further education and return it to the above offices.

**You should also enclose a letter of confirmation or certificate from their school or college which should show:-**

- The full name of the person engaged in the full time further education
- The start and end dates of their course
- Confirmation that it is a full time course of further education

In addition to the discount, the property could be fully exempt from Council Tax if all the occupiers are students (full time students, or further education students aged 18 or 19), or the only other occupiers are the non-British spouse or non-British dependant of one of the students (whose entry into this country prevents them from taking paid employment or claiming benefits).

If you think this exemption might apply, please contact the Council Tax office with details.

Should the circumstances of the person studying or the number of adult persons in the household change after you have completed the form, you must notify the Council Tax office within 21 days of the change. In the meantime, if you have any queries, please contact the revenues department.

SECTION 1 – DETAILS OF PERSON IN FULL TIME FURTHER EDUCATION	
First Name	
Last Name	
Date of Birth	
Address	



SECTION 2 – DETAILS OF EDUCATIONAL ESTABLISHMENT	
Name of School or college	
Address of school or college	
Telephone number of school or college	
Course Start Date	
Course End Date	
Number of hours tuition/supervised study per week	
<p><b>You must notify the Council Tax department immediately, if the above person ceases his/her course of study prior to the end date detailed above</b></p> <p><b>DON'T FORGET TO ENCLOSE THE LETTER OR CERTIFICATE FORM THE SCHOOL OR COLLEGE</b></p>	
SECTION 3 – HOUSEHOLD DETAILS	
Number of people aged 18 or over who have the property to which this form is addressed as their main home (including any people to be disregarded)	
Number of people aged 16 or 17 who have the property to which this form is addressed as their main home	

**DECLARATION**

I declare that the information given on this form is complete and accurate to the best of my knowledge. **REMEMBER, if you give false information you may be prosecuted.**

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds.

Full Name (BLOCK CAPITALS)	
Signature	
Date	
Telephone	

Information will only be used by Horsham District Council and its employees in accordance with the Data Protection Act 1998. The Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

**Have you enclosed your student certificate?**