



Castle House  
Great North Road  
Newark  
NG24 1BY

Please contact: 01636 650000  
Email:council.tax@nsdc.info

Your Ref:  
Date:

Please Insert Name and Address

**COUNCIL TAX (DISCOUNT DISREGARDS) APPLICATION**  
**STUDENTS**

A Person Shall Be Disregarded For The Purposes Of Discount On A Particular Day If On That Day:

- a) He/she is undertaking a full-time course of education, and is enrolled for the purpose of attending such a course, with a prescribed educational establishment.
- b) A full time course of education is one:
  - i. Which lasts for **at least one academic year** (or calendar year) of the educational establishment concerned.
  - ii. Where a person is required to attend the educational establishment (or otherwise) for periods **of at least 24 weeks** in each academic or calendar year.
  - iii. Where a person is required to undertake periods of studying, tuition or work experience which together amount in each such academic or calendar year to an average **of at least 21 hours per week**.

**PLEASE COMPLETE THE FORM BELOW IN BLOCK CAPITALS**

|   |  |
|---|--|
| Students Name                           |  |
| Name & Address Of College Or University |  |
| Title Of Course                         |  |
| Date Course Commenced                   |  |
| Date Course Finishes                    |  |
| Number Of Hours Study Per Week          |  |

**DECLARATION**

I declare that the details stated in this application are true and accurate to the best of my knowledge and should my circumstances alter I will notify Newark & Sherwood District Council immediately.

Signature.....

Name..... Date.....

**Please obtain a certificate of full time education from your College/University and forward it to the Council Tax office together with this form**