

Council Tax Department  
 Newcastle under Lyme Borough Council  
 Castle House  
 Barracks Road  
 Newcastle under Lyme  
 Staffordshire  
 ST5 1BL



\_\_\_\_\_  
 Your Name:  
 \_\_\_\_\_  
 Your Current Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_  
 Property Ref: \_\_\_\_\_  
 Account Ref: \_\_\_\_\_  
 Benefit Ref: \_\_\_\_\_

**STUDENT/APPRENTICE DISCOUNT/EXEMPTION**

**TO BE COMPLETED BY THE STUDENT/APPRENTICE**

How many adults aged 18 or over live at the address above?

**Please list below the names of all members of the household aged 18 or over and tell us if they are students**

Full Name	Date of Birth	Is this person a student?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

***All Students are required to provide a Student Certificate unless they are studying at Keele University or Staffordshire University.  
 (Student Certificates can be obtained from the University's Department of Academic Affairs)***

**ABOUT FURTHER EDUCATION**

Name and Address of College/University

Are you registered with the Central Bureau for Educational Visits and Exchanges?  Yes  No

How many hours a week do you study (excluding work experience)?

How many hours of work experience do you do each week?

Are you on a Teacher Training Course?  Yes  No

What date does your course start?

What date does your course end?

Are you studying through a correspondence course?

Yes  No

Are you living in the United Kingdom with someone from abroad who is not a full-time student?

Yes  No

Under the terms of their Visa, are they prohibited from access to support from public funds or from undertaking paid work?\*

Yes  No

*\*You are required to produce their passport and visa to our offices.*

### ABOUT SCHOOL LEAVERS

Have you left school?

Yes  No

On what date did you leave?

Does anyone receive Child Benefit for you?

Yes  No

*Please provide evidence of Child Benefit.*

### ABOUT APPRENTICES

Does your apprenticeship lead to an NVQ Qualification?

Yes  No

Do you earn Less than £195 gross per week?

Yes  No

When you have finished your training, do you expect to earn substantially more than you do now?

Yes  No

Are you a Youth Trainee undertaking training under section 2 of the Employment and Training Act 1973?

Yes  No

*Please send us a copy of your Youth Training Plan.*

### DECLARATION

*I declare that the information given on this form is correct to the best of my knowledge and I will inform the Council if I cease to be eligible for discount. I am aware that to make a false statement is a serious offence and it is the Council's policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.*

Name:

Signature:

Tel:

Email:

Date:

Received by:

Date:

(Customer Services Clerk)

**For more information contact tel: 01782 715500 or email: [counciltax@newcastle-staffs.gov.uk](mailto:counciltax@newcastle-staffs.gov.uk)**

**General Data Protection Regulations:** Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>