

Council Tax Information for Students

Visit the online Student Handbook via ChiView for further guidance.

IMPORTANT, PLEASE READ:

Please note that if you live on Campus this information does not apply to you.

If you wish to be exempt from payment or reduce your liability for the Council Tax on the property where you are resident then you must make an application to the relevant District Council.

Do you live in the District Council areas of Adur, Arun, Brighton and Hove, Chichester, Horsham, Mid-Sussex or Worthing?

If **YES**, at the beginning of the academic year, when you register/re-register for your course, you do not need a council tax exemption certificate. The District Council will be informed in October of the fact you are a full-time student at the University of Chichester. If later in the year you move house, then you will need a valid exemption certificate.

Full Time Students

If you are a full time student you may print your own exemption certificate from ChiView.

Part Time Students

If you are registered as a part time student, please complete this form and return to Academic Registry 2 weeks after the start of Semester One.

Please note:

- Part-time students are not automatically exempt from the payment of Council Tax and are advised to apply to their council to be assessed for Council Tax Benefit, if on a low income or in receipt of other benefits.
- All questions with regard to status as a Council Tax payer and eligibility for exemption/reduction must be addressed to the relevant District Council.
- You are advised to send a copy of the exemption certificate to the local Council Tax Office and to retain the original securely.
- Exemption certificates cover the period of attendance within the Academic Year and do not include the period of time from the end of the academic year to the publication of results, or until Graduation.
- A student may not be eligible for Council tax Exemption between the end of one course (eg FD or HND) and the beginning of a degree course or progression to a degree 'top-up'. For the purposes of Council Tax, courses with different qualification aims are treated as separate courses.
- A student undertaking a period of intermission is not eligible to be considered for exemption, because they are not in attendance.
- For more information please refer to the section on Council Tax in the online Student Handbook via Moodle or ChiView.

Student Status Council Tax Certificate Request Form

Visit the online Student Handbook via ChiView for further guidance.

SECTION A: TO BE COMPLETED BY STUDENT

I am: (please tick box - for applicable statement/s)

a part-time student, in attendance for the full academic year.

Please supply me with a Student Status Certificate for me to present to the District Council in support of my application to them for a Council Tax reduction/exemption.

My details are:

Surname (Family Name):

First Name (Given Name):

Student ID number:

Date of Birth:

Course:

Term-time address:

Post Code:

I understand it is my responsibility to keep the certificate securely or duplicate.

Signed:

Dated:

Please return this form to Student Records, Academic Registry, Bishop Otter Campus.

FOR OFFICE USE ONLY

Date Collected:

Student Signature:

Date Posted to above address:

Processed and Sent by:

Received date stamp: