

Students & Council Tax

How to Claim Council Tax Exemption

All information extracted from Leeds City Council's website:
<http://www.leeds.gov.uk/residents/Pages/Students-and-council-tax.aspx>

Only full-time students can apply for this discount. The definition of a full-time student as set down in Council Tax law is that you must be enrolled with a 'prescribed educational establishment' and your course must be one of the following:

- a course which lasts at least one full academic or full calendar year, and which requires you to undertake at least 21 hours per week of study, tuition or work experience, for at least 24 weeks in that academic or calendar year
or
- a course which is not higher education, which lasts for more than 3 calendar months and requires you to undertake more than 12 hours of study. (You must be under 20 if you are on this type of course)

Even if your college describes your course as full-time, you cannot be granted a student discount or exemption if your course doesn't match the definition of full-time in Council Tax law. So if you are studying for over 21 hours per week but your course is not for a full academic or calendar year, you will not qualify for a student discount or exemption.

If you study at any of these Universities:

- Leeds University
- Leeds Beckett University (Formerly Leeds Metropolitan)
- Leeds Trinity
- Leeds College of Music
- Leeds College of Art
- Northern School of Contemporary Dance

please use the online claim form (<https://secured.leeds.gov.uk/Pages/CTStudentDiscount.aspx>) to apply for either the discount or exemption. The form will allow you to add all the details of the students in the property so only one application is required.

Then we usually just need your student ID number to apply the exemption as these establishments provide us with databases of their students around the beginning of the academic year.

If you study anywhere else:

please obtain a Council Tax Student Certificate from your admissions/student services department and attach it to an email to council.tax@leeds.gov.uk along with your address details.