



## Finance and Corporate Resources

### Council Tax – discount or exemption for students

You can complete this council tax discount or exemption form for students in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. If you require help in completing the application form, please contact our call centre on 0303 123 1011 or email [counciltax@southlanarkshire.gov.uk](mailto:counciltax@southlanarkshire.gov.uk). If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

#### Using your personal information

We will use the information you give us to administer Council Tax and Council Tax Reduction.

We ask for your email address and phone number/s in case we need to contact you about your account.

#### Your rights

You have the right to ask us to:

- tell you that we are using personal information about you, tell you what that information is and who we have shared it with. You can also ask us for a copy of the information we have about you. This is called the right of access.
- correct any wrong or misleading personal information that we have about you. This is called the right to rectification.
- stop using any or all of your personal information. This is called the right to object
- delete or destroy your personal information under certain circumstances. This is called the right to erasure.
- stop using your personal information until we can correct your personal information, give you our reasons for using your personal information or stop us deleting your personal data if you need it in connection with any legal claims. This is called the right of restriction.
- pass your personal information to someone else under certain circumstances. This is called the right to data portability.

For more information on how we use and handle your information and rights and how to exercise them or how to make a complaint you can ask for a copy of the council's explanation from our Data Protection officer by emailing [dp@southlanarkshire.gov.uk](mailto:dp@southlanarkshire.gov.uk) or see [www.southlanarkshire.gov.uk/privacy](http://www.southlanarkshire.gov.uk/privacy)

This certificate **must be completed and signed by your education establishment** and uploaded when submitting your online application for student discount or exemption.

Name of student

Date of birth

Student's home address (the address that discount/exemption is being applied for)

Contact telephone number

Certificate/qualification being studied for

Course name

Course start date

Course end date – (the date when the full course is due to end, not the end of the current academic year)

Which year is the student currently in?

Duration of course within academic year (weeks)

**Please note** that a course which lasts less than 24 weeks in the academic year does not meet the requirements of a full-time course for Council Tax purposes.

Please confirm the average number of hours required by the course each week for:

- Tuition

- Study

- Work experience

- Total number of hours

**Please note** that a combined total of less than 21 hours per week does not meet the requirements of a full-time course for Council Tax purposes.

Position

Date

Signed

Establishment stamp