



**Revenue Services,
Holt Road, Cromer, Norfolk, NR27 9EN**

Tel: 01263 516071
Email: ctax@north-norfolk.gov.uk



For help with understanding this document, or to receive it in a different Format or language, please phone 01263 516071 or email the address above.

**COUNCIL TAX DISCOUNT M GUIDANCE NOTES - THE STUDENT GAP
SI 1992 No. 552 The Council Tax (Additional Provisions for Discount Disregards)
Regulations 1992 set out the qualifying criteria.**

If you are under the age of 20 and have ceased to undertake a qualifying course of education between 1 May and 31 October, then you are entitled to be disregarded as a resident for Council Tax purposes from the end of the course until the following 1 November.

A qualifying course of education is either –

1:

- (a) One which subsists for at least one academic year of the educational establishment concerned or, in the case of an educational establishment which does not have academic years, for at least one calendar year;
- (b) Which persons undertaking it are normally required by the educational establishment concerned to undertake periods of study, tuition or work experience (whether at premises of the establishment or otherwise) –
 - (i) Of at least 24 weeks in each academic or calendar year (as the case may be) during which it subsists, and
 - (ii) Which taken together amount in each such academic or calendar year to an average or at least 21 hours a week.
- (c) The nature of which is such that a person undertaking it would normally require to undertake periods of study, tuition or work experience which together amount in each such academic or calendar year to an average of at least 21 hours a week during the periods of attendance mentioned in paragraph (b) above in the year.

Or 2:

- (a) One which subsists for more than 3 calendar months
- (b) Which is not a course of higher education
- (c) With respect to which tuition is principally received otherwise than through correspondence.
- (d) Which is not undertaken in consequence of an office of employment held by the person in question, and
- (e) With respect to which the relevant activities are (insofar as they are normally carried out under the course at particular times) normally so carried out principally between 8am and 5.30pm.

To qualify for this disregard, please provide:

- 1) Proof of ID showing your date of birth
- 2) Proof of your student course such as a student certificate clearly showing the end date of the course

More than one course may be taken to fulfil the above criteria, but courses must be taken at the same establishment.

This discount does not apply to Apprentices or Youth Training Trainees

The discount is not exclusively for persons continuing into further or higher education.

Applications must be made in writing and be supported by evidence of the above.

North Norfolk District Council (The Council) has a responsibility to manage and store your personal data safely, securely and in compliance with Data Protection Legislation. If you wish to know more about how the Council processes and stores your data, as well as your rights under Data Protection Legislation, please visit our website at the following address:

[\[www.north-norfolk.gov.uk/info/website/privacy-notice/\]](http://www.north-norfolk.gov.uk/info/website/privacy-notice/)

To read the Council's Data Protection Policy please visit the following address:

<https://www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/>

If you are unhappy about how or why the Council holds or is using your personal data, you should contact us in the first instance. Details of how to contact us, as well as the details of the Information Commissioner, can be found at the end of our Data Protection Policy.