

Who will qualify?

Child Benefit

- Aged 18 or over
- Receiving child benefit

School Leaver

- Aged 18 or over
- Leaving school after 30 April and before 1 November

Fill in part 1 and 2

Spouses and Dependants of Students from Abroad

- Must be the wife, husband, or dependant of the student
- Not a British citizen
- Must not under terms of their visa work or claim benefits

Fill in part 1 and 4

Full Time Student

- Attending a full time course - further or higher education;
- For at least 1 academic year;
- For at least 21 hours per week;
- For at least 24 weeks; and
- Not by correspondence, evening classes or day release

Student Nurse

- Undertaking a course that when completed would lead to first registration under the Nurses, Midwives and Health Visitors Act 1979;
- Student nurse in full time education

Student under 20

- Course lasts more than 3 calendar months; and
- More than 12 hours per week
- Not higher education
- Is not a correspondence course
- Is not undertaken as a result of the students employment
- Is normally carried out between 8.00am - 5.30pm

Fill in part 1 and 3

Foreign Language Assistants

- Must be registered with the central bureau for educational visits and exchanges (from 1 April 2007 this is now called the British Council); and
- Appointed as a foreign language assistant in a school or college

Fill in part 1 and 5

Our address is:

**Wigan Council
The Council Tax Offices
PO Box 100
Moore Street East
Whelley
Wigan
WN1 3DS**

Our email address is:

revenues@wigan.gov.uk

Council Tax Student Application Form



3 pages

Part 1

Full name of the liable person:

Address of the property:

Postcode:

Phone number:

Email:

How many adults over 18 years live at this address:

Name of the student:

Their date of birth:

Name and address of school, college or university:

Post code:

Signature:

Date:

Part 2 Child Benefit or school leaver

Do you get Child Benefit for the student? No Yes

We need you to provide proof of the date child benefit will stop. You can get this from:
Department of Works and Pensions Phone number: 0845 302 1444
Child Benefit Centre (Washington)
PO Box 1
Newcastle Upon Tyne
NE88 1AA

Part 2 Child Benefit or school leaver (continued)

Has the student left school? No Yes

What date did they leave?

Part 3 Student, student nurse or part-time student under 20

Is the student on a full time course? No Yes

Has the student left school? No Yes

Is the student attending a part-time qualifying course? No Yes

Is the student nurse training to be a Midwife or Health Visitor? No Yes

Is the student a traditional student nurse? No Yes

Date course starts:

Date course ends:

Send us the original Student Certificate. You can get this from the College or University Admissions Office.

Part 4 The spouses or dependants of students from abroad

Is your spouse or dependant living with you? No Yes

Do they hold a United Kingdom passport? No Yes

Under the terms of their visa are they allowed to work or claim benefits? No Yes

Please send me a copy of their passport which shows their visa.

Part 5 Foreign language assistants

Is the student registered with the central bureau for educational visits and exchanges?

No

Yes

Is the student working as a foreign language assistant in a school or college?

No

Yes

Please send me a copy of their registration document.

You must tell us within 21 days if any of your circumstances change.

Please return this form to Council Tax Offices, Moore Street East, Wigan. WN1 3DS