

Guidance notes

If you need more help please telephone the contact number overleaf

A full council tax bill is based on two adults living in a house. However it is possible to disregard (not count) certain residents. We will not count -

- **18 year olds**
 - where child benefit is still being paid for them.
- **18 and 19 year olds**
 - who are in full-time education (this includes people who are still at school or college and who are on courses up to, and including, A level.
 - who left school after 30 April until 01 November of same year.
- **Students**
 - who are:
 - attending a university or college course which lasts for at least an academic year, which requires attendance for at least 24 weeks a year and involves at least 21 hours of study per week during term time;
 - under the age of 20, taking a course which lasts for more than 3 months with at least 12 hours course related activity a week and which leads to A level, ONC or OND standard;
 - foreign language assistants registered with the Central Bureau for Educational Visits and Exchanges
 - student nurses who are either on a full-time course at college or university, or who are following a course leading to registration on any parts 1-6 or 8 of the Nursing Register (first inclusion only). Nurses who are already on the Register but are taking further courses are not disregarded.

You must supply a certificate issued by the university/college for the purposes of council tax at the beginning of each academic year for all students living in your home/property.

Please note that correspondence courses, evening classes or day release from work do not qualify.

Data Protection: The information you provide may be recorded on a computer and held in accordance with the Data Protection Act 1998. When collecting personal data for council taxation purposes, that information may also be processed for electoral registration. If you want to know what information is held about you or the way we use your information, please contact the Data Protection Officer at East Devon District Council.

