

COUNCIL TAX CERTIFICATE REQUEST FORM

Surname:
First name:
STUDENT ID NUMBER (on ID card)
Address:
Postcode:

Course Title:	Year of Study (Please Circle)
Course Length:	Tuition Hours Per Week:
	1 2 3

Signature
Date

- All students are required to enrol and commence a full time programme of study before requesting a Council Tax Exemption Certificate.
- **Certificates will not be issued before 01 November.** Certificates requested after this date will be issued within 10 working days of the request. Please come to the Wellbeing Centre to pick up your certificate. A duplicate copy is retained in the Wellbeing Centre and the student forwards the original to their relevant Council.
- It is the student's responsibility to inform their relevant Council should they withdraw from their course before the end of the academic year

PLEASE RETURN THIS FORM TO STAFF IN THE WELLBEING CENTRE
