

UCB STUDENTS & BIRMINGHAM CITY COUNCIL TAX DISCOUNT/EXEMPTION INFORMATION



Student council tax discount or exemption

You could be exempt from paying Council Tax if you are:

- a full time student living in a property on your own
- a full time student living in a property solely with other full time students

You could be entitled to a 25% discount on your Council Tax if:

- all residents are full time students except one other adult who is not a student

If two or more non students occupy a property then there is no reduction.

In most cases, it's the people who are non-students that are liable to pay the Council Tax.

A student's non British partner or dependant is also not included when we count the number of adults living in your home.

If any of the following circumstances apply to you, a member of your household or your property then you may be able to claim a discount or exemption.

https://www.birmingham.gov.uk/forms/form/246/en/application_for_student_exemption_for_council_tax

Full time students attending college or university

To qualify you must be undertaking a full-time or qualifying course at a Prescribed Educational Establishment.

As a student of UCB confirmation of your student status is sent directly To Birmingham City Council.

However, you will still need to complete an application form to apply for a discount or an exemption by visiting

https://www.birmingham.gov.uk/forms/form/246/en/application_for_student_exemption_for_council_tax

A property left unoccupied by a student owner

Properties left unoccupied by a student owner may be exempt from paying Council Tax.

The following are not classed as students and are therefore liable for Council Tax:

- *people studying at evening classes or*
- *courses taken in connection with a person's job, such as day release*

COUNCIL TAX EXEMPTION



Q What is Council Tax?

A *Council Tax helps to pay for services provided by local government. In Birmingham it is payable to Birmingham City Council.*

Q How much is Council Tax in Birmingham?

A *Council Tax charges vary according to where you live and which Council Tax band your house is in. Council Tax is paid yearly and the amount rises annually. Years run from 1st April to 31st March.*

You can find the latest Council Tax bands on the [Birmingham City Council website](#).

- **Q:How do I get a Council Tax Exemption Certificate for my home address which is out of Birmingham?**
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A:You will be able to order a certificate through Student Services, who can print one for you on the 7th floor Reception, Summer Row, or alternatively, you can contact us via email on s.services@ucb.ac.uk. And you will be sent an exemption certificate via email.

Q Who has to pay?

A *All students need to apply for a Council Tax Exemption Certificate by contacting*

Birmingham City Council on 0121 303 1113 or via their website (<https://www.gov.uk/council-tax/discounts-for-full-time-students>)

**Full-time students do not normally pay Council Tax, however you may need to apply for a Council Tax Exemption Certificate by visiting (<https://www.gov.uk/council-tax/discounts-for-full-time-students>)*

You are a full-time student if you are on a university course lasting for at least one academic year, for at least 24 weeks a year and are required to study for at least 21 hours per week during term time.

Q How do I contact the Council Tax Office in Birmingham?

*A: **By phone:** 0121 303 1113 between 8am and 8pm Monday to Friday*

***By email:** counciltax@birmingham.gov.uk*

***By post:** Birmingham City Council, Resources Department, Revenues & Benefits, P.O.Box 5, Birmingham, B4 7AB Website: www.birmingham.gov.uk/council-tax*

***In person:** please go to a Neighbourhood Office. You may need to book an appointment in advance*

Q-I live in a University hall of residence – do I have to pay Council Tax?

A- No – University halls of residence are exempt buildings under council tax law so whilst you're in halls you won't need to pay

Q-I live off-campus, in private accommodation, do I have to pay Council Tax?

A If you live in privately rented accommodation, either alone or with other full-time students only, you are exempt from Council Tax. You will need to apply for Council Tax Exemption Certificate every year and prove that you are a full-time student by visiting (<https://www.gov.uk/council-tax/discounts-for-full-time-students>)

For those students living outside the Birmingham City area, to prove exemption we issue letters which confirm your student status at University College Birmingham These letters are normally accepted by Birmingham City Council though we cannot 100% guarantee this. If you live with other full-time students, each one of you will need to apply for your own Exemption Certificate.

If you live with someone who isn't a full-time student, your accommodation will attract Council Tax, although the bill will be theirs to pay

- **Q-What if my Landlord needs a copy of my Council Tax Exemption Certificate?**

The bill will be theirs to pay, however, Birmingham City Council will provide you with a Zero Bill to give to your Landlord. This is sent to you by post once the Council have received confirmation of your student status.

Q-I am a full-time student but I live with my partner, who is not a student do I have to pay Council Tax?

A- As a full time student you are exempt from paying Council Tax. If your spouse or partner is not a full-time student, they will need to pay Council Tax. If your spouse or partner is the only person in your home who needs to pay Council Tax, they will be entitled to a single persons discount of 25%. Find out more about the Single Persons Discount on the [Birmingham City Council website](#).

If your spouse or partner cannot afford to pay, they may be able to claim council tax benefit.

Q – I am on an apprenticeship programme Can I claim Council Tax discount?

A An apprentice is someone who is employed to learn a trade or profession and earning less than £195.00 per week gross. They must be working towards recognised qualification. In some circumstances you may qualify for a Council Tax exemption or discount. To apply for a Council Tax discount or exemption you will need to complete an application form.(see link below) [https://www.birmingham.gov.uk/download/downloads/id/523/apprentices - application form.pdf](https://www.birmingham.gov.uk/download/downloads/id/523/apprentices_application_form.pdf)

Q. What happens if I take leave of absence/deferral?

A If you have taken a leave of absence/deferral from your studies, you will not be classed as being a full-time student at UCB, and therefore are not exempt from council tax. You will need to contact the council direct, to check if you are entitled to any discounts.

Q What about my placement year?

A If you're on a placement year and are sharing with other full-time students, you do not have to pay Council Tax. It does not matter whether your placement is paid or unpaid.

Q What about Homes adapted for a disabled person reduction?

A: If you or someone who lives with you has a disability and your home has been adapted you might be able to claim a reduction in Council Tax.

The reduction will be equivalent to re-banding the property into the band that is the one below your property is currently banded at.

Band A is the lowest, so if you're already in this band, The Council will reduce your bill by the equivalent of one-ninth of Band D.

The Council can give you this reduction as well as other discounts you may be entitled to such as Council Tax Support, if you qualify.

The Council may be able to give you a reduction if you have any of the following features that are necessary to the disabled person's wellbeing:

- *a room, other than a bathroom, kitchen or toilet which is used mainly by the disabled person. Examples are an extension or a room used for storing dialysis equipment or wheelchairs, or a bedroom on the ground floor in a property with two or more floors*
- *an additional bathroom or kitchen, specifically to meet the needs of the disabled person*
- *adaptations to your home to allow sufficient floor space inside the property for the use of a wheelchair*

Apply for council tax reduction on homes adapted for a disabled person

or download, complete and post the downloadable application form. The Council will contact you when they receive your application. They may need to visit your property to decide whether you qualify for a reduction.