



# Student Certificate

SDC/1707/JUL18

Local Government Finance Act 1992  
The Council Tax (Discount Disregards) Order 1992

**ICT and Revenues, Stratford-on-Avon District Council**  
**Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX**

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If you find the text on this form difficult to read we may be able to supply it in a format better suited to your needs.

## Data Protection

Stratford-on-Avon District Council will use your personal data to assess and administer your Council Tax.

We may share your information with other departments in the substantial public interest and in the exercise of our official authority.

Your data will be held in accordance with our Retention and Destruction Policy. For further information, or to access your information rights, please visit [www.stratford.gov.uk/privacy](http://www.stratford.gov.uk/privacy) or write to our Data Protection Officer at our Elizabeth House address or email [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk) or call 01789 267575.

## PART 1 (to be completed by student)

Student name											
Student number											
Date of birth (DD/MM/YYYY)			/			/					
Student address											
Postcode											
Course title											
Course start date (DD/MM/YYYY)			/			/	2	0			
Course end date (DD/MM/YYYY)			/			/	2	0			
How many Adults live in the property?											
Signed by Student											
Date signed (DD/MM/YYYY)			/			/	2	0			

**PART 2 (To be completed by Educational Establishment's Registrar)**

I  certify pursuant to paragraph 5 of the Council Tax (Discount Disregards) order 1992 that the above information is correct.

The relevant total hours tuition, work experience, and supervised study normally required to be undertaken as part of the course is  per week.

(Please see overleaf for guidance notes regarding the relevant number of hours per week and relevant activities)

Is the course classed as FURTHER  or HIGHER  Education (Please tick box).

Signed	<input type="text"/>	OFFICIAL STAMP
Position held	<input type="text"/>	
Date signed (DD/MM/YYYY)	<input type="text"/> / <input type="text"/> / 20 <input type="text"/> <input type="text"/>	
<b>Details of Educational establishment</b>		
Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

**Please return this form to;  
 ICT and Revenues, Stratford-on-Avon District Council,  
 Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire CV37 6HX**

## Notes

### **Statutory Instrument 1992 No. 548 The Council Tax (Discount Disregards) Order 1992 SCHEDULE 1 PART II STUDENTS. Statutory Instrument 2011 No. 948 The Council Tax (Discount Disregards)(Amendment) Order 2011**

2. A person is to be regarded as a foreign language assistant on a particular day if—
  - (a) on the day he is registered with the Central Bureau for Educational Visits and Exchanges as a foreign language assistant; and
  - (b) the day falls within the period of his appointment as a foreign language assistant at a school or other educational institution in Great Britain.
3. A person is to be regarded as undertaking a full time course of education on a particular day if—
  - (a) on the day he is enrolled for the purpose of undertaking such a course with a prescribed educational establishment within Part I of Schedule 2 to this Order, and
  - (b) the day falls within the relevant period for that course.
4.
  - (1) A full-time course of education is, subject to subparagraphs (2) and (3), one—
    - (a) 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 person 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 together amount in each such academic or calendar year to an average of at least 21 hours a week.
  - (2) In determining whether a course falls within the definition in sub-paragraph (1)—
    - (a) in applying paragraph (c) of that definition, a person is to be treated as undertaking work experience at any time if, as part of the curriculum of the course—
      - (i) he is at a place of employment of his and is providing services under his contract of employment, or
      - (ii) he is at a place where a trade, business, profession or other occupation which is relevant to the subject matter of the course is carried on, and he is there for the purposes of gaining experience of that trade, business, profession or other occupation, and references in sub-paragraph (3) below to periods of work experience shall be construed accordingly;
    - (b) in applying paragraphs (b) and (c) of that definition, the first calendar year shall be treated as beginning with the day on which the course begins, and subsequent calendar years (if any) as beginning on the anniversary of that day;
    - (c) in applying those paragraphs to a course which begins part-way through an academic year of the educational establishment concerned, the academic year shall be treated as beginning at the beginning of the term in which the course begins, and subsequent academic years (if any) as beginning at the beginning of the equivalent terms in those years; and
    - (d) in applying those paragraphs to a course which subsists (or is treated as subsisting) for other than a number of complete academic or calendar years (as the case may be), any last part of the course shall be disregarded.
  - (3) A course is not to be treated as a full time course of education if the aggregate for the course as a whole of all the periods of work experience normally required to be undertaken as part of it exceeds the aggregate of all the periods of study or tuition not constituting work experience normally so required (taking account for this purpose of any period of study, tuition or work experience in a part year which, might otherwise fall to be disregarded under sub-paragraph (2)(d)).
5.
  - (1) A person is to be regarded as undertaking a qualifying course of education on a particular day only if on that day—
    - (a) he is under the age of 20,
    - (b) he is not undertaking a course of full time education within the meaning of paragraphs 3 and 4 above; and
    - (c) the relevant number of hours per week for that course, or where he is undertaking 2 or more qualifying courses with the same establishment, the aggregate of the relevant number of hours per week, exceeds 12.
  - (2) A person is undertaking a course on a day for the purposes of sub-paragraph (1) if—
    - (a) the day falls in the relevant period for that course, and
    - (b) he is not an apprentice or a youth training trainee.
  - (3) In relation to a qualifying course of education “the relevant number of hours per week” means the average number of hours per week a person undertaking it would normally require to spend, in the period during which the course subsists, on relevant activities within the meaning of paragraph 6 below, (excluding for the purpose of calculating that average any period of vacation).
6.
  - (1) In paragraph 5, a qualifying course of education means a course—
    - (a) 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 or 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 8.00 am and 5.30 pm.
  - (2) In sub-paragraph (1),—

“relevant activities” means the receipt of tuition, the undertaking of supervised study or examination, and the taking part (as part of the curriculum of the course) in any supervised exercise, experiment, project or practical work;

“course of higher education” means a course which is within the meaning of the definition of “higher education” in paragraph 2 of Part 1 of Schedule 2 to this order

    - (a) a course for the Higher National Diploma or Higher National Certificate of the Scottish Vocational Education Council were included within the description of courses in paragraph 1(e) of that Schedule;
    - (b) the reference in paragraph 2 of that Schedule to examinations at advanced level for the General Certificate of Education or the examination for the National Certificate or the National Diploma of the Business and Technician Education Council included a reference to examinations at the higher grade of the Scottish Certificate of Education or the assessment for the National Certificate of the Scottish Vocational Education Council, and
    - (c) the reference in paragraph 3 of that Schedule to examinations included a reference to the examinations and assessment mentioned in paragraph (b) above.