



Council Tax Exemption Procedure for M'cr Metropolitan University students

Moving In

The University will pass your details on to the following council tax offices:

- [Bolton](#)
- [Manchester](#)
- [Oldham](#)
- [Salford](#)
- [Stockport](#)
- [Tameside](#)
- [Trafford](#)
- [Wigan](#)
- [Halton](#)
- [Cheshire East](#)

The University will send updates of enrolled students to the above authorities each term. The information passed to the above local councils will not automatically exempt you from Council Tax but helps the Council to process exemptions more swiftly.

If you live in one of the above areas

- 1) Notify the council by completing the online form at one of the above links.
- 2) Tell your housemates to complete the online form to claim their exemption/reduction.

If you do not live in one of the above areas and/or you are an international student with dependants

- 1) Get a paper certificate from your nearest Student Information Point telling them it is for 'council tax exemption'.
- 2) Notify the local council by either calling your local council, or search on the web '[name of your council] student council tax exemption' for the online form (if there is one) or instructions on what to do.

- 3) Send/upload a copy of your paper certificate to your council.
- 4) Tell your housemates to complete the online form to claim their exemption/reduction.

Moving Out

1) You will generally need the following information:

- the names of the people leaving the property
- your account reference number
- the property address
- the date you left the property
- your new address
- who the landlord is
- you will also need to state that you are renting a property

2) Notify the local council by emailing them the above information:

Manchester City Council

Email ctax.enquiries@manchester.gov.uk using your council tax reference as the subject.

Salford City Council

Complete the online change of address form at:

[https://salfordcc-self.achieveservice.com/service/Council Tax Change of address](https://salfordcc-self.achieveservice.com/service/Council_Tax_Change_of_address)

Trafford Borough Council

Complete the online change of address form at:

<https://www.trafford.gov.uk/residents/benefits-and-council-tax/secure/council-tax-change-moving-out-of-trafford-form.aspx>

Stockport City Council

Complete the online change of address form at:

<https://www.stockport.gov.uk/start/change-of-address-form>

Other councils

Notify the local council by either calling your local council or search on the web '[name of your council] council tax move out' for the online form (if there is one) or instructions on what to do.