

Council Tax Exemption Procedure for RNCM students

If your local council is Manchester City Council

RNCM will send updates of enrolled students to Manchester City Council. The information passed to the council will not automatically exempt you from Council Tax but helps the Council to process exemptions more swiftly.

- 1) Notify Manchester City Council by completing the online form:
https://www.manchester.gov.uk/info/500334/students/5783/money_off_council_tax_for_students_and_people_who_live_with_students
- 2) Tell your housemates to complete the online form to claim their exemption/reduction.

If your local council is not Manchester City Council/or you are an international student with dependants

- 1) Get a course confirmation letter from the Student Enquiries Office for 'council tax exemption'.
- 2) Notify the local council by completing their online forms:

Salford City Council

<https://salford.erevenues.co.uk/rev/studentStart>

Stockport City Council

<https://www.stockport.gov.uk/exemptions/how-to-apply-exemption>

Trafford Borough Council

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

Other councils

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 course confirmation letter 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>

Stockport City Council

Complete the online change of address form at:

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

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>

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.