

Council Tax Exemption Procedure for UCEN students

This applies to students on full time higher education courses

- 1) Complete a 'Council Tax – Student Certificate' (available from your campus reception)
- 2) Get it signed by a member of staff at reception. Take with you the following:
 - Your learner agreement
 - Proof of age
 - Proof of present address

*It may take up to 24 hours for our form to be authorised.

- 3) Notify the local council by completing their online forms:

Manchester City Council

https://www.manchester.gov.uk/info/500334/students/5783/money_off_council_tax_for_students_and_people_who_live_with_students

Salford City Council

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

Stockport City Council

(Exemption code N – Occupied entirely by Full time Student)

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

Trafford Borough Council

(Exemption code N – Occupied entirely by Full time Student)

<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.

- 4) Send/upload a copy of your paper certificate to your council once it is ready.
- 5) 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.