



Council Tax Exemption Procedure for University of Salford students

Moving Out

Apart of your registration email you would have received a letter confirming your student status, you will need to send/ upload a copy to your local council.

- 1) Locate your paper certificate from your registration email.
- 2) Notify the local council by completing their online forms:

Salford City Council

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

Manchester City Council

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

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.

- 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.

Cannot find your letter...

If you are unable to locate the letter confirming your student status then you need to go to:

Student Hub -> My Info -> Letter Request
You will receive a new letter in due course.

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:

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)

Manchester City Council

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

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.