To qualify for this discount a person must be:

• Between 18 and 20 years of age.
• They must also be on a further education course, not in connection with their employment. It must last for at least 3 months and
• They must receive 12 hours or more a week of tuition, supervised study, or examination.

NB - a student who is attending a number of courses will be classed as attending a single course of education, but as long as the courses give a total of at least 12 hours study etc. each week they will qualify if the other criteria mentioned above are satisfied.

They must not be following a course that is being mainly taken in the evening or by correspondence. Also, courses undertaken while on a Training Agency scheme do not qualify for this exemption.

Please download this form, complete it and scan or photograph it and return it to revs@enfield.gov.uk. In the subject of your email, please ensure that you include your Council Tax account number (if you have one) inside chevron brackets, for example <12345678>

Alternatively, please post the completed form to:
Financial Assessment
London Borough of Enfield
PO Box 63
Civic Centre
Silver Street
Enfield
Middlesex
EN1 3XW

We will deal with your application as quickly as possible and send you the result in writing.
Council Tax reduction:

**Paying less Council Tax because one or more of the occupiers is over 18 years old and still at school or college**

Some students may be ignored for Council Tax purposes. This may result in a lower bill, depending on the number of other occupiers.

In some cases you will be able to provide all the information we need to work out whether we can give you a reduction. In others you will have to ask the school or college to confirm some details.

We will deal with your application as quickly as possible. If this results in a reduction in your Council Tax we will send you an amended bill. If it does not, we will send you the reasons in writing.

- If you receive child benefit for an occupant who is over 18, please complete Section A.
- If the student is 18 or 19 years old and in further education at school or college, please complete Section B.

---

**Application form**

**Please write in black ink**

**Property Details**

1. Property address:  
   2. Number of occupiers aged 18 and over:  
   3. Number of students:  

I confirm that the information I have provided is correct to the best of my knowledge.

Signed:  
Date:  

Please also complete Section A or Section B as applicable

---

**SECTION A:**

Over 18’s that you are receiving Child Benefit for

1. Name and address of the person receiving child benefit (the parent or guardian)  
   Postcode: 
2. Name of the child for whom child benefit is being paid:  
   Postcode:  
3. The person’s date of birth:  
   Date when child benefit will cease:  

We need to see a copy of the award letter from the Benefits Agency.

Please note, your claim cannot be considered without this evidence.

Signed:

(Please print your name underneath your signature)

Position:  
Address of College:  
Postcode:  

---

**SECTION B:** Person aged 18 or 19 in further education at school or college

Please ask the Head of the school or college to complete this section.

To the Head: see overleaf for guidance and further information.

Name of student:  
Student’s date of birth:  
Course undertaken:  
Start date:  
End date:  

I confirm that is qualified to claim a disregard in accordance with the criteria overleaf.

Signed:

(Please print your name underneath your signature)

Position:  
Address of College:  
Postcode:  

---

SF-CT-0017-1-0509