

## Council Tax

**Council tax is a British property based tax which is paid to the local council and goes towards paying for local services such as the fire and police services.**

### Do I have to pay Council Tax?

**No**, if you are :

- an undergraduate student registered on a full-time programme of study
- an undergraduate student registered on a full-time programme of study but studying on a part-time basis
- a postgraduate student enrolled on a full-time programme of study as an internal student.
- on a Leave of Absence
- registered as an external student and **not** on a one year Post Graduate course or final year
- an ERASMUS student

**Yes**, if you are

- a postgraduate in the writing-up stage of your study
- external for final year of undergraduate course or on a one year course

### How do I prove I do not have to pay council tax?

You should receive a council tax exemption certificate annually. It is sent by Registry week beginning 10th October 2011 to your term time address. If you live in student residence you will not have to pay Council Tax and will not need an exemption certificate. The certificate does not relate to a particular address and is valid for the whole academic year, as long as you attend your course.

### If I lose my certificate can I get a duplicate?

Yes. Email [registry@cf.ac.uk](mailto:registry@cf.ac.uk) and request a duplicate certificate. A Certificate must be ordered by the student to whom it grants exemption and it will be posted to the contact address that is on your student record.

### What if I live with people who are not full-time students?

Since April 2004 full time students in this position no longer have a shared liability with those who are not full time students. If there is only one person who is not in full time

education in the house they are liable but will get a 25% reduction on their bill.

**I am a full time student and I live with my landlord/landlady, am I liable?**

If you live with your landlord/ or landlady and share basic amenities like the bathroom and kitchen then it is your landlord or landlady's responsibility to pay the Council Tax.

**What happens if I withdraw from my course?**

If you leave your course permanently then you will not be classed as a full time student for Council Tax purposes. You will then be liable to pay, though you may be able to claim full or part Council Tax Benefit to help you pay.

**What happens if I interrupt my study and plan to return?**

If you have a leave of absence or interruption you should continue to have the exemption—please come to the Student Support Centre and speak to an adviser.

**I am a research student in my writing up period. Can I get exemption?**

The university will not provide an exemption certificate. The Council Tax Office in Cardiff will not accept letters from your dept confirming that you study 20+ hours a week. Other councils, however, **may** do so. This would need to be sent to the relevant Council Tax Office for their consideration.

**I am an ERASMUS student — can I get exemption?**

If you are studying at Cardiff University for less than 24 weeks, you will need to send Cardiff City Council a letter from your home university confirming that you are on a full time programme of study. You will also need a letter from Cardiff University, confirming that your time studying here is part of a full time programme in your home country. The ERASMUS office can help you with this letter. Make sure you use your Cardiff address on any correspondence with the Council.

If you are an ERASMUS student studying for more than 24 weeks you will receive the normal letter with the exemption certificate from the University Registry, the week beginning 10th October 2011. This will be sent to your term time address.

**I am an International student – can I get exemption?**

Yes. If you are married to your partner and they are not a British citizen neither of you will have to pay Council Tax. If you are the sole occupiers of the property and your wife/husband is either not allowed to work or claim benefits due to conditions related to their leave to enter or remain here.

Cardiff Council Tax Offices Tel: 029 2087 2087

e-mail: [c.tax@cardiff.gov.uk](mailto:c.tax@cardiff.gov.uk)

or write to:

The Council Tax Dept

Cardiff City Council

PO Box 9000

CF10 3WD

If you live in areas outside Cardiff please refer to your local Council Tax Office.