

COUNCIL TAX EXEMPTION CERTIFICATE

Eligibility

To qualify for exemption as a student, the legislation states that you must be undertaking a full-time programme. This is briefly defined as a programme which:

- lasts for at least one academic or calendar year, and where you are required to undertake periods of study for at least 24 weeks of each academic/calendar year
- also requires a period of study, tuition or work experience amounting to an average of at least 21 hours a week in each academic/calendar year.

How to apply

Council Tax Exemption Certificates (CTEC) are available from the first teaching week of term for your programme. You cannot apply for the CTEC before your programme term begins.

Applying is easy:

- Login to Student Central
- Go to 'Student Record'
- Go to 'Council Tax Exemption' and follow the instructions

The link to Council Tax Exemption should automatically appear at the start of your term. If it does not appear and you believe you are eligible for council tax exemption, please contact the [Enrolment team](#). Requests may take up to 2 working days to process.

Retrospective certificates

Certificates may be also issued for previous years of study or after your programme finishes.

Retrospective or replacement certificates cost £10.00 and you can purchase these via the [University Online Store](#).

Alternatively, you can pay £10.00 to the University Finance Office and present the receipt, together with your request, to the Student Information Desk at the SIC.