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| **newcastle_master_blk** | **Council Tax EXEMPTION Request** |

**To be completed by PGR students who are ‘Under Examination’ (and registered on a full-time research programme prior to submission) who wish to request a Council Tax Exemption certificate.**

* ‘Under Examination’ PGR students are not automatically eligible for a Council Tax Exemption certificate and the University is required to confirm that a student is continuing to attend University on a full-time basis, in accordance with the regulations set by the Local Authority for Council Tax exemption.
* *Please note that staff candidates and students who are working full-time while ‘under examination would not be eligible for a council tax exemption certificate.*

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| **SECTION B - STUDENT DETAILS:** |
| Name of Student:Student Number: | University email address: @ncl.ac.uk*(The outcome of your request will be communicated to you via this email address)* |
| Name of Supervisor(s): | School / Institute: |
| Programme: | Thesis Submission Date: |

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| **DETAILS OF CURRENT ACTIVITY****O*utline the study you are undertaking while ‘Under Examination’ and how this fulfils the Local Authority’s requirements for Council Tax exemption:**** undertaking study of at least 21 hours per week and
* attending for at least 24 weeks within an academic year
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| **DATES COUNCIL TAX EXEMPTION IS REQUESTED FOR:** |
| From: |  | To: |  |

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| **STUDENT DECLARATION** |
| **By submitting this request, I declare that the information submitted above is accurate.**  |
| Signature:  | Date:  |

***STUDENTS IN THE FACULTIES OF HASS AND SAGE SHOULD NOW RETURN THIS REQUEST TO:*** ***gradschool@ncl.ac.uk***

***STUDENTS IN THE FACULTY OF MEDICAL SCIENCES SHOULD NOW RETURN THIS REQUEST TO:***

***medpg-enquiries@ncl.ac.uk***

**On receipt of this request, the University will consider your eligibility for an exemption certificate and advise you of the decision by email. On receipt of a request, the University will consider your eligibility for an exemption certificate, in liaison with your Supervisory Team. The University will advise you of the decision by email.**