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

**To be completed if you are a student registered as a Part-Time postgraduate research degree student (including staff candidates), or as an ‘Under Examination’ postgraduate research degree student, who wishes to request a Council Tax Exemption certificate.**

**On receipt, the Graduate School will consider your eligibility for a Council Tax exemption certificate, in liaison with your Supervisory Team. The Graduate School will advise you of the decision by email.**

* Part-Time and ‘Under Examination’ postgraduate research degree students are not automatically eligible for a Council Tax Exemption certificate and the University is required to confirm that a student is attending the University on a full-time basis, in accordance with the regulations set by the Local Authority for Council Tax exemption.
* *Please note that students who are working full-time while ‘under examination’ would not be eligible for a Council Tax Exemption certificate.*

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| **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 STUDY ACTIVITY****O*utline the study you are currently undertaking and how this fulfils the*** [***Local Authority’s***](https://www.ncl.ac.uk/student-financial-support/advice/council-tax/) ***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 SHOUD RETURN THIS REQUEST TO:*** ***gradschool@ncl.ac.uk***

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

***Translational & Clinical Research Institute:******TCRIpgenquiries@newcastle.ac.uk***

***Newcastle Biosciences Institute:******NUBIpgenquiries@newcastle.ac.uk***

***Population Health Sciences Institute:******PHSIpgenquiries@newcastle.ac.uk***