 **POSTGRADUATE RESEARCH STUDENT**

**APPLICATION FOR COUNCIL TAX EXEMPTION**

You are only eligible for exemption, and should only complete this form if you meet the following three criteria:

* you are a research student in the first 12 months of an extension period for writing-up;
* you were a full-time student during your supervised study period;
* your writing up period lasts for a minimum of 24 weeks
* you live in the Aberdeen City Council area.

If you meet the above criteria, you will only be exempt for the first 12 months of any extension period for writing-up.

Your application should be signed by your lead supervisor. Once the form is approved, we will notify the Aberdeen Council Tax Office and email you a copy of the correspondence. If your request is not approved, we will notify you in email.

Please return the approved form to the Infohub or email to [postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk) or post to Registry Student Services, King’s College, University of Aberdeen, Aberdeen AB24 3FX

## STUDENT DETAILS

Name: Student ID number:

University email address:

Degree:

Aberdeen address:

Supervised study start date: Supervised study end date:

Expected submission date:

**STUDENT TO READ AND COMPLETE**

I confirm that I am in the first 12 months of an extension period for writing-up, was previously a full-time student, and I am continuing to study towards my degree for at least 21 hours per week, for a minimum period of 24 weeks.

During this 12 month period I will be having regular meetings with my supervisor and/or will be required to submit regular written work to my supervisor. I am not in full-time employment.

Student’s signature Date

**SUPERVISOR TO READ AND COMPLETE**

I confirm that the above declaration is true. During this 12 month period the student will be having regular meetings with me and/or will be required to submit regular written work to me.

Supervisor’s name (in capital letters):

Supervisor’s signature Date

**REGISTRY USE ONLY**

Amend mode to 47 🞏 Exemption ends: Changes made by: