 **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;
* 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.

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-named student is in the first 12 months of their extension period for writing-up, was previously a full-time student, and is continuing to study towards their degree for at least 21 hours per week.

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 🞏 Notify Council Tax Office 🞏 Change mode back to 43 🞏

Exemption ends: Changes made by: