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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***](mailto: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***](mailto:TCRIpgenquiries@newcastle.ac.uk)

***Newcastle Biosciences Institute:***[***NUBIpgenquiries@newcastle.ac.uk***](mailto:NUBIpgenquiries@newcastle.ac.uk)

***Population Health Sciences Institute:***[***PHSIpgenquiries@newcastle.ac.uk***](mailto:PHSIpgenquiries@newcastle.ac.uk)