



## **Council Tax Exemption: PhD students writing up a thesis**

From October 2013, PhD students who are writing up their thesis are not registered as full-time students. They are no longer required to be resident in Aberystwyth or to study on a full-time basis and many will go into full-time employment while completing their thesis. The University does not, therefore, provide automatic exemption from Council Tax to full-time PhD students after their registration period ends. Instead, they will be liable to pay Council Tax depending on the amount of time they spend on their thesis.

If you have been studying full time before your writing up year and will be working on your thesis full time (at least 21 hours per week for at least 24 weeks of the academic year) during the 12 month period immediately following the end of your full time registration period you will be eligible for council tax exemption. Before your exemption can be confirmed with Ceredigion County Council, you will need to provide confirmation from your supervisor and Institute that you will be studying full time, using the form available at:

<http://www.aber.ac.uk/en/student/pg-issues/research/>

If you do not live within Ceredigion, your local council may require further supporting evidence that you meet the requirements for exemption.

Students writing up their thesis will be liable for council tax in the following scenarios:

- If they take up full-time employment at the same time as writing the thesis
- If they were registered previously as a part-time student
- If they will not be working on their thesis full time during the writing up year.

## Aberystwyth University

Application for Council Tax Exemption from PhD Students in their first year of writing up who were previously full time and who are resident in Ceredigion, applicable from October 2013.

This application should be signed by the primary University Supervisor and a representative of the student's Institute. Only PhD students who are in their first twelve months of writing-up, who were full time students while under supervised study, and who reside in Ceredigion, should complete this form, which requests exemption from Council Tax **during this 12 month period only**. Should this request not be approved the student will be notified by Academic Quality and Records Office.

### Student Details:

Student Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Email address: \_\_\_\_\_

Degree (e.g. PhD) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

Supervised study period start date: \_\_\_\_\_

Supervised study period end date: \_\_\_\_\_

Expected Thesis submission date: \_\_\_\_\_

**To be completed by the Student:**

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

**I will notify the University of any change in these circumstances.**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Supervisor / Institute:**

I can confirm that the above-named student is in the first 12 months of their writing-up period, was previously a full-time student, and is continuing to study towards their degree for at least 21 hours per week for at least 24 weeks. 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 (block capitals): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of PG Studies in Institute name  
(block capitals):**

\_\_\_\_\_

Signature DPG: \_\_\_\_\_

Date: \_\_\_\_\_

Forms should be returned to:

Dr Alan Macmillan  
Academic Quality and Records Office  
Cledwyn Building  
Penglais  
Aberystwyth  
Ceredigion  
SY23 3DD