

Council Tax Leaflet

Birmingham City Council Procedure:-

Birmingham City Council now has a system in place whereby students from the University of Birmingham simply call up to apply for council tax exemption/discount.

What do I have to do?

1. Make sure that you, and all your housemates, have updated your term-time addresses on your my.bham student portal. These should be as and when you change properties.
2. On the following Friday the University will pass a list of current students and their addresses to Birmingham City Council.
3. Collate the following information:-
 - a. **The full address of your property**
 - b. **The full name of each housemate**
 - c. **The student ID numbers of all the students at the property**
 - d. **Course start and end dates for each student, and whether this is full or part time study**

In the week following this call the Council's Contact Centre on 0121 303 1113 and inform the Council that you are students at the University of Birmingham. They should go through the above information with you to confirm that a discount can be applied to the property.

If you experience any problems with this process please note down what has happened and/or been said. If there are problems with the Council's Contact Centre then also make a note of the staff member's first name and employee id number (which you can request at the time of the call). Following this please contact the Guild Advice as quickly as possible for further assistance.