



Student  
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# Apply for Council Tax Exemption online

All eligible\* students can now apply for Council Tax Exemption in 4 easy steps:

- 1 Log-in to **Self Service Banner**
- 2 Click on **Student** then **Council Tax Exemption Request**
- 3 Select your term-time address location from the **drop-down menu**
- 4 Collect a status letter from the **Student Link**, ready after **24 hours**, submit this together with a Council Tax Exemption Form (should be available on your Council's website) to your local council office.
  - Please note: for addresses within Renfrewshire this information will be sent electronically, you do not need to do anything else. Addresses within Glasgow City Council information is sent electronically AND you submit an application to request exemption/reduction on the Council's website, you do not need to collect a status letter from us

Any questions – come and ask at the Student Link, email: [studentlink@uws.ac.uk](mailto:studentlink@uws.ac.uk) or call 0141 848 3803

\*To be eligible for Council Tax Exemption you must be a full-time student studying on a course lasting at least one calendar or academic year. The course should be for a minimum of 24 weeks with at least 21 hours of study, tuition or work experience per week.



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