What is Council Tax?
Council Tax is a system of taxation on your accommodation made by the government and collected by your council. It pays for services such as waste collection, street lighting, police and fire services, and road maintenance.

How much is it?
The amount of Council Tax payable depends on multiple factors including the value of the property and who lives there. Further information can be found at: 
www.gov.uk/council-tax/working-out-your-council-tax

I am a full time student – do I have to pay Council Tax?
The majority of full-time students will be exempt and therefore not have to pay council tax. However, if your course is less than one academic or calendar year in duration, you will be liable for council tax during your course. Full-time students who are studying an intensive short course (for example a pre-sessional English course or intensive summer school) before their degree, postgraduate diploma or PGCE course are also liable for council tax until the start date of the main course.

Your living situation may also affect your eligibility for council tax exemption and you may be required to pay some council tax.

I am a full-time student and I live in Halls of Residence.
If you live in University Halls of Residence you are automatically exempt from Council Tax and do not need to do anything.

I am a full-time student and I live with other students (aged 18 or over) in a privately rented/owned property:
The property will be exempt from paying Council Tax however everyone in the household will need to inform the Council of their student status.

I am a full-time student and I live with a non-student**:
The Council can reduce the household bill by 25%. Who pays this is between you and your housemate to decide! The bill would be in their name as you are exempt. You could decide to split the bill equally (or proportionally) or your housemate could pay for this in full. However if your housemate lived alone, they would be eligible to receive the single occupant discount of 25% anyway!

I am a full-time student and I live with 2 or more non-students**:
Unfortunately there is no reduction in Council Tax and the full amount is due. Please see above for advice regarding splitting this payment.

I own a property and have non-student** tenants:
If you are the sole owner of the property and live with other people as your tenants, you may be liable to pay Council Tax.

I am an international student living with dependants in the UK.
The household should be exempt from paying Council Tax, however you will need to send a confirmation of registration letter (see below) along with copies of all passports to your local Council.

How do I let the Council know that I am a full-time student?
You must register with the local authority within which your term-time address is situated. Details of how to register and how to claim Council Tax exemption can be found on the relevant local authority website: 
https://www.gov.uk/find-local-council

Most central and south Manchester postcodes are covered by Manchester City Council. Apply for your exemption here: http://tinyurl.com/manchestercounciltax.

My Council says I need a Council Tax Exemption Letter, where do I get this?
All students are issued with a confirmation of registration letter as a PDF attachment to their University e-mail address after completing registration at the start of the academic year. Full-time students can use this letter as evidence of their eligibility for council tax exemption. Make sure that you have included a term-time address in MyManchester and keep it up to date as this information will pull through onto your letter (it is okay for your home and term-time address to be the same).

Students who are not required to register for the academic year, but who may still be eligible for council tax exemption can request a confirmation of registration letter that can be used to confirm eligibility for council tax exemption by e-mailing ssc@manchester.ac.uk

*Please note that as an International student if you arrive before your official course start date or stay on after your course end date, you may be liable to pay for these periods
**Non-students refers to anyone who is not a full-time student
I have withdrawn from my course – do I have to pay Council Tax?

Once your full-time student status ends, you will become liable to pay Council Tax. If however you have a low income, you may qualify for Council Tax Reduction – please see further in this guide.

I have completed my course but haven’t yet graduated – do I have to pay Council Tax?

You will become liable to pay Council Tax from the date of the end of your course and not your graduation date. This also applies if you are going onto a postgraduate course – therefore you would be eligible to pay Council Tax in the summer period between the two courses. At the start of your new course you will need to apply for Council Tax exemption again.

If you are having problems with Council Tax and need advice or support, please contact the Student Union Advice Service:

- Phone: +44 (0)161 275 2085
- Email: advice.su@manchester.ac.uk
- Website: https://www.manchester.ac.uk/su/council-tax-advice

Independent Advice about Council Tax Issues

If you have any questions regarding Council Tax and require further advice, please contact the Manchester City Council’s Advice Service:

- Phone: +44 (0)161 224 7292
- Email: council-tax-reduction@manchester.gov.uk
- Website: https://www.citizensadvice.org.uk/benefits/help

You can also go to: www.citizensadvice.org.uk/benefits/help-if-on-a-low-income/help-with-your-council-tax-council-tax-reduction/

What is Council Tax Benefit/Reduction?

If your household is liable to pay Council Tax and you are a part-time student and/or the other tenants are on a low income, you may be eligible to claim for Council Tax Reduction or a Second Adult Rebate to reduce the charge. These are means-tested benefits so any amount paid will depend on your household income and who lives with you. Note In some circumstances, even if you’re entitled to Council Tax Reduction, you may actually be better off claiming second adult rebate. For more information go to: www.citizensadvice.org.uk/benefits/help-if-on-a-low-income/help-with-your-council-tax-council-tax-reduction/

If your query isn’t answered here please contact ssc@manchester.ac.uk. Please include your student ID number in your email.

We have made every effort to ensure that the information contained in this leaflet is accurate however, we cannot be held responsible for any omissions or errors. This leaflet was last updated on 01/03/2022