



This form must be completed and returned together with your Council Tax Exemption forms to: The Student Services Enquiry Team, Fraser Building, University of Glasgow, Glasgow G12 8QQ. Alternatively, scan this form and your Council Tax Exemption form and then submit a Form Completion request on our online helpdesk at www.glasgow.ac.uk/help

This form is to be used for part-time postgraduate research students only who are undertaking a PhD course spanning more than five years. If your course is currently expected to last five years or less, you do not need to have this form completed.

Family name _____ First name(s) _____
Student number _____ Date of birth _____
Start date of programme _____ Programme of Study _____
Year of study _____ End date of programme _____

Please note: The address confirmed on your council tax exemption form must match the address on your MyCampus record. We can not verify addresses that do not match your MyCampus record.

For verification by School Office or Supervisor:
I hereby certify that the above student is studying in aggregate for more than 21 hours per week for more than 24 weeks per year.
Signature:
Date:
Designation:
Contact
Details:

I understand that my request for Council Tax Exemption is dependent on the authority I am applying to accepting my request. I need to supply a new letter for each request I make.

Student signature: _____ Date: _____