



[www.glasgow.ac.uk/sset](http://www.glasgow.ac.uk/sset)



[www.glasgow.ac.uk/reachout](http://www.glasgow.ac.uk/reachout)



+44 (0) 141 330 7000

## How to opt into council tax exemption

Please note that this guide is for students living within the Glasgow City Council area only. Students living within other councils will need to contact their council for a paper exemption form.

1. Login to your Student Center and scroll to the bottom to find the Personal Information section.

▼ Personal Information

To update any of your personal information click the hyperlinks below or select from the drop down menu.

[Emergency Contact](#)  
[Disability Data](#)  
[Names](#)

other personal... ▾ >>

**Contact Information**

<a href="#">Term Address</a>	<a href="#">Home Address</a>
<a href="#">Contact Phone</a>	<a href="#">University Email</a>

2. Select Addresses from the drop down menu.

▼ Personal Information

To update any of your personal information click the hyperlinks below or select from the drop down menu.

[Emergency Contact](#)  
[Disability Data](#)  
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other personal... ▾ >>

**Contact Information**

<a href="#">Term Address</a>	<a href="#">Home Address</a>
<a href="#">Contact Phone</a>	<a href="#">University Email</a>

Addresses

Email Addresses

Extracurricular Activities

Phone Numbers

Photograph

Reference Numbers

other personal...

**i** You do not have any pending applications at this time.

3. Ensure that your term address is up to date and correct, then tick the box to confirm you allow The University of Glasgow to share your details with Glasgow City Council. Click on the Save button.

## Addresses

View, add, change or delete an address.

Address Type	Address	
Home	[Redacted]	
Term	[Redacted]	

Add a new address

### Glasgow City Council - Council Tax Exemption:

We offer an automated confirmation of student status for Council Tax Exemption purposes for eligible students staying in private accommodation in the Glasgow City Council area. More information on [eligibility criteria](#) is available.

If you are eligible and would like to opt into the automated confirmation of student status for Glasgow City Council, please follow **all** steps below:

1. Ensure your Term Address in MyCampus is the address for which you require exemption
2. You agree to us sharing your information with Glasgow City Council by **checking this box:**
3. Complete [Section 1 of the Glasgow City Council Exemption Form](#) and send it to Glasgow City Council



[More information](#) on the Council Tax Exemption process for Glasgow City Council, including the information we share with the council, and how to apply for exemption from other local authorities.

4. Complete section 1 of the Glasgow City Council Tax form online at: <https://www.glasgow.gov.uk/index.aspx?articleid=18905>

We send a file to Glasgow City Council every 2 weeks. Your information will only be included on this file if you are fully registered in the current academic session and meet the eligibility criteria outlined at: <https://www.gla.ac.uk/myglasgow/students/sset/counciltax/>

You can opt out of Glasgow City Council Tax exemption at by unchecking the agreement box at any time.