

# Council Tax Exemption Form Postgraduate Research Students



To be completed by postgraduate research students who have completed their prescribed full-time period of study and are currently affiliated to the University, on a full-time basis, for a further maximum period of 12 months, in order to fulfil the requirements for the award. Please note that your exemption will cease once your thesis has been submitted for examination or if your period of affiliation continues beyond 12 months. This form should be completed in ink and block capitals.

**To be completed by the Student:**

<b>State your local Council if not City of Edinburgh:</b> <i>(include postal address)</i>	

<b>Name:</b>		<b>Registration No.:</b>	
<b>Term Time Address:</b>		<b>Home Address:</b> <i>(if different from Term address)</i>	
<b>School/Institute:</b>		<b>Degree:</b>	
<b>Start Date of Affiliated Period:</b>			

I declare that I am the student above and have registered with the University for the purpose of fulfilling the requirements for the award. The information given above is true and correct and I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given.

<b>Signature:</b>		<b>Date:</b>	
-------------------	--	--------------	--

**To be completed by Heriot-Watt University based Supervisor:**

<b>Name:</b>		<b>First or Second Supervisor:</b>	
<b>School/Institute:</b> <i>(if different from Student):</i>			

I declare that I am a member of academic staff of the University and the student above is affiliated to the University, on a full-time basis, for 12 months, in order to fulfil the requirements for the award.

<b>Signature:</b>		<b>Date:</b>	
-------------------	--	--------------	--

**To be completed by the Student Service Centre:**

<b>Start and End Dates of Affiliated Period:</b>	<b>Start Date:</b>		<b>End Date:</b> <i>(max 12 months after start)</i>
--	--------------------	--	---

I confirm that the details given above are correct to the best of my knowledge.

<b>Signature:</b>		<b>Date:</b>	
<b>Name and Contact Details:</b>	, Student Service Centre, Heriot-Watt University (0131 451 )		

<b>Official Academic Registry Red Stamp or Student Service Centre Stamp:</b>	
--	--

Please forward this form to the Student Service Centre, Heriot-Watt University, Edinburgh, Scotland, EH144AS. Following authorisation, this form will be forwarded to the appropriate Council for consideration.