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Student  
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Information  
Desk.



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## Erasmus/Study Abroad students

### Suggested Wording for a Council Tax Exemption Letter from your home University

Ask your home university for a letter, on their official  
headed paper with the following information:

[The name of your home university] [The contact details of  
your home university]

#### COUNCIL TAX LETTER

**Name:** [Your name]

**Date of Birth:** [Your date of Birth]

**Reference:** [Your student number]

[Your name] is enrolled at [Name of your home university] on  
a full-time course that began on the [The date on which your  
course started]. We expect the student to complete the course  
on [The date on which your course is expected to end].

**Signed:** [The signature of your university official (staff)]

**Name:** [The name of your university official (staff member)  
who wrote the letter]

**Title:** [The title of your university official (staff)]

**Date:** [The date the letter was written]

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