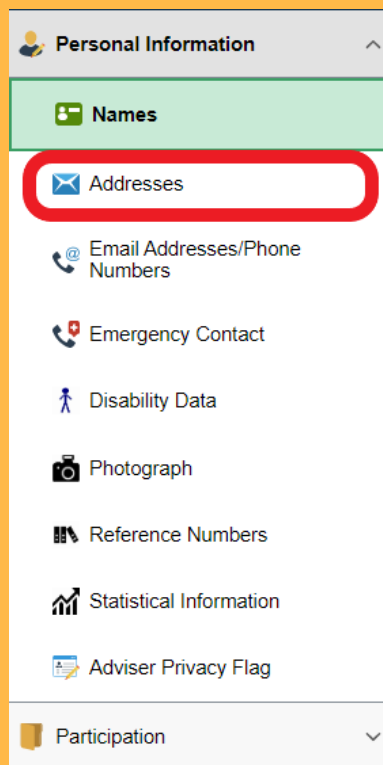


## How to opt into council tax exemption



1. Log in to MyCampus and select the Personal Information tile from the Student Homepage.



2. Select the Address option from the Personal Information tab on the left.

## Term Address

No address defined

[Add Term 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 **selecting 'YES' in the box below:**
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.

Share your information with  
Glasgow City Council?

Yes

3. Make sure your Term Address is up to date and correct, then make sure that you have toggled “Share your information with Glasgow City Council?” to yes.

4. Complete section 1 of the Glasgow City Council Tax form online at: <https://glasgow.gov.uk/ctstudent>

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

You can opt out of Glasgow City Council Tax exemption by toggling to no at any time.