

APPLICATION FORM FOR USE OF THE UNIVERSITY'S COMPUTING AND LIBRARY FACILITIES/ COUNCIL TAX EXEMPTION LETTER REQUEST



PRIFYSGOL
BANGOR
UNIVERSITY

This form is for students that require continued use of the University's computing and library facilities whilst not registered.

Section C (Research Students only) can be used to request a supporting letter from the University for claiming council tax exemption (**the University cannot guarantee that this will be accepted by all Local Authorities**). Please note that the form must be signed **and certified only by the Director of Graduate Studies, Senior Tutor, Head of School or Head of College (or nominated representative)** and returned to the Student Administration Office, 1st Floor Main Arts Building, College Road, Bangor LL57 2DG (student-admin@bangor.ac.uk)

(International students are advised to submit a copy of their current visa to the council along with the council tax exemption letter)

Section A – to be completed by student		
Name:	Date of Birth:	Student ID No: 500_ _ _ _ _
Contact e-mail address (personal not BU e-mail address):		
Address:		
Course of Study / Research Programme:		
Academic School:		
Registration Period (insert to and from dates) (DD/MM/YY):		
Expected Thesis/Dissertation Submission Date (DD/MM/YY) (Masters/Research Students Only):		
I confirm that in order to complete my studies I require extended use to the University's computing and library facilities. I agree to abide by the Rules and Regulations of the University.		
Signature (Student):	Date:	

Section B – to be completed by academic school (Director of Graduate Studies, Senior Tutor, Head of School or Head of College (or nominated representative))	
I support the above request and recommend that the use of the University's computing and library facilities be extended for _____ months commencing _____.	
(If section C is completed it should be for a minimum of 6 months)	
SUPPORTING CASE (please provide further information here detailing why access is required during this period): [Please note that access to University facilities is not normally granted during periods of suspension]	
Name:	Position: (state position as Director of Graduate Studies, Senior Tutor, Head of School or Head of College or nominated representative)
Signature:	Date:

Section C – to be completed by the academic school for RESEARCH STUDENTS ONLY	
MUST BE COMPLETED BY THE DIRECTOR OF GRADUATE STUDIES, HEAD OF SCHOOL OR HEAD OF COLLEGE (or nominated representative) FOR COUNCIL TAX EXEMPTION REQUEST LETTERS	
I confirm that the above named student is in the 12 month writing-up period, and was previously a full-time student and is continuing to study towards their degree for at least 21 hours per week for at least 24 weeks. During this period the student will be having regular meetings with their Supervisor and/or will be required to submit regular written work their Supervisor.	
Name:	Position: (state position as Director of Graduate Studies, Head of School or Head of College or nominated representative)
Signature:	Date:

Section D – for Academic Registry use only		
Date Received:	Recorded in Banner	Signed: