

Free College Meals

Application form and guidance notes for academic year 2017/18

To be eligible for a free school meal in 2017/2018 a learner must be:-

- Aged between 16 and 18 on 31st August 2017. Learners who turn 19 during their study programme will remain eligible for a free school meal until the end of the academic year in which they turn 19 or to the end of their study programme whichever is sooner
- Learners aged between 19 and 24 on 31st August 2017 who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) if they meet the criteria detailed below

Free school meals are targeted at learners being in receipt of, or having parents who are in receipt of one or more of the following benefits:-

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of £16,190 or less as assessed by Her Majesty's Revenue and Customs (HMRC)
- Universal Credit, during the initial roll out of the benefit

Who is not eligible to apply?

- Learners aged between 14 and 16
- Learners aged 19 or over at the start of their study programme, unless they have an LDA or EHC Plan
- Apprentices, including those with an LDA or EHC Plan

How do I apply?

If you wish to apply for Free School Meals:-

- Check that you meet the eligibility criteria as detailed above
- Complete the application form overleaf answering all questions to avoid any delays in processing
- Attach the required benefit proof as detailed on the application form
- Take your completed application form to the Admissions/Learner Services office located off of main reception

What happens next?

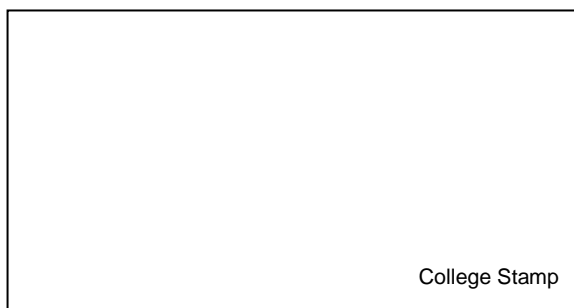
Once your application has been processed and you have been assessed as eligible, a meal allowance of £2.41 will be made available to you for each day you are timetabled to attend classes at college. This allowance can be redeemed in the refectory at HW & HOH campus by showing your college I.D. to the refectory staff. The allowance does not cover snacks such as crisps, chocolate or fizzy drinks and must be used on the day and cannot be "saved up". Use it or lose it! The meal allowance can only be redeemed once you have submitted a successful application to Learner Services and payments cannot be backdated retrospectively if you submit an application after your course start date.

Please keep this receipt safe as it is proof that your application for Free School Meals has been checked & assessed for processing.

I.D. No. / Name.....

Received By

Date



College Stamp

FREE SCHOOL MEALS APPLICATION FORM 2017/2018



Rcvd by Learner Services	
Date	Initial

Campus HOH/HW/SC/WF

App. no.....

Section 1 – Personal details

FIRST NAME..... SURNAME.....

ADDRESS..... LEARNER I.D. NUMBER.....

..... DATE OF BIRTH.....

..... AGE ON 31 AUGUST 2016.....

POSTCODE..... NAME OF COURSE.....

CONTACT TELEPHONE NUMBER.....

Section 2 – Benefit Details

Please indicate which of the following benefits you or your parents are currently in receipt of. Please provide a copy of ONE of these as evidence of benefit status

Type of Income	Yes/No	Evidence Required
1 Income Support		An award letter which is less than 6 months old from the date of enrolment.
2 Income Based Jobseeker’s Allowance		An award letter which is less than 6 months old from the date of enrolment.
3 Income Related Employment and Support Allowance (ESA)		An award letter which is less than 6 months old from the date of enrolment.
4 Universal Credit		An award letter which is less than 6 months old from the date of enrolment.
5 Support under Part VI of the Immigration & Asylum Act 1999		A letter which is less than 6 months old from the date of enrolment confirming support under this act.
6 State Pension Credit (Guaranteed element only)		An award letter which is less than 6 months old from the date of enrolment.
7 Free School Meal Eligibility		Local authority letter confirming eligibility for 2017/2018 academic year.
8 Child Tax Credit where the annual gross income is below £16,190		Page 1-4 of your 2016/2017 Tax Credit Award Notice (TC602A)

Section 4 – Learner declaration

I certify that the information given in support of my application is correct and complete to the best of my knowledge and belief. My application will be void and any money awarded to me will be repayable to the college should my circumstances prove to be other than those stated.

Learner signature..... Date.....

PLEASE DO NOT WRITE ANYTHING BELOW THIS LINE

LEARNER SERVICES SECTION

All documents seen	YES / NO	Date
In receipt of LDA or EHC Plan	YES / NO	Date
ILR FSM input		Date

I confirm that this learner meets the criteria for Free school Meals

Signed.....

Date.....