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Please complete this form and bring it to the college office with your **ORIGINAL** supporting evidence (e.g., benefit statements or letter from your local authority), not copies.

***Please note that our policy is to maintain strict confidentiality in the review and storage of any information that is held.***

**BACKGROUND**

The Department for Education provides funding for the provision of free meals for students who qualify for the assistance.

For the 2025 to 2026 academic year the rate set is £2.61 per student per meal taken. We will ensure a meal is provided for each day where a student attends College over the lunchtime period or is on an external work-placement.

**WERE YOU IN RECEIPT OF A FREE MEAL AT YOUR LAST PROVIDER?**

If you had a free meal at your last educational provider, you would continue to be eligible. Please provide either your award notice or letter from DWP or HMRC and there is no need to complete this form. If you do not have this, the College can contact your home local authority or your previous education provider to provide their confirmation.

**APPLYING FOR THE FIRST TIME?**

All students applying for a free meal for the first time in the 2025 to 2026 academic year must submit an application form (either by the student or by a responsible adult on their behalf) to the College. Please continue and complete this application form.

**QUALIFYING CRITERIA**

Students aged 16 or over but under 19 on 31 August 2025, or students aged over 19 with and Education Health and Care Plan can apply.

You may have a new award letter or notice from DWP or HMRC – if so, please provide this and complete the relevant section below.

Either the student (in their own right) or their parents/carers must be 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 guaranteed element of State Pension Credit
* Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs (HMRC))
* Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
* UC with net earnings not exceeding the equivalent of £7,400 (after tax and not including any benefits you get)

For new applications any student who is in receipt of, or has parents who are in receipt of, UC must have a net earned annual income of no more than £7,400 to be eligible for free meals.

Please note that students or parents/carers in receipt of working tax credit only are not entitled to a free meal. Qualifying benefits do include the Working Tax Credit run-on which is paid for 4 weeks after you stop qualifying for Working Tax Credit.

**ASSESSMENT AND AWARD LETTER**

Following receipt of your application form the College will verify the evidence and confirm eligibility. The College will write to you with the outcome of your application.

**IMPACT ON OTHER BENEFITS**

Receipt of free meal funding **DOES NOT AFFECT** any other means-tested benefits paid to families, such as Income Support, Universal credit, Jobseeker’s Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

If you wish to discuss the application process or the form, please contact the College.

**STUDENT DETAILS**

|  |  |
| --- | --- |
| First Name(s)   |  Surname:  |
|  Known as:   |  Date of birth:  |
|  Address:  |  Mobile Number:  |
|  Age at 31/08/2025: |  Home Number:  |
|  Postcode:  |  Email:   |
| **DO YOU HAVE THE RIGHT OF ABODE AND BEEN RESIDENT IN THE UK FOR THE LAST 3 YEARS? YES NO**  |
| **Do you (the learner) live with parents/carers at the address above?** Yes NoIf yes, please give details of your parent/carers below:**Name:Contact number:Email address: Relationship to you: Name:Contact number:Email address: Relationship to you:** |
|  Do you have an EHC Plan?   |  Yes No |

**EVIDENCE OF STUDENT/PARENT/CARER INCOME (attach the most recent document)**

**Please tick all that benefits to you, the learner, or your parent/carer (living at the same address) are in receipt of. We require financial evidence for each of the people named above as living in the household.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Evidence required:**Photocopy/scan or original of the **whole** document | Leaner or parent/carer in receipt of – please state who | Tick documents attached |
| **Income Support** | Letter/award statements dated in the last 3 months  |  |  |
| **Income-based Jobseekers Allowance** (JSA) | Letter/award statements dated in last 3 months  |  |  |
| **Income-related Employment and Support Allowance** (ESA) | Letter/award statements dated in last 3 months |  |  |
| **Support under part VI of the immigration and Asylum Act 1999** | A letter from the Home Office stating that you are receiving support  |  |  |
| **The guarantee element of the State Pension Credit**  | 3 most recent monthly award statements  |  |  |
| **Child Tax Credit** (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs HMRC)  | Letter/award statements dated in last 3 months |  |  |
| **Working Tax Credit run-on** (paid of 4 weeks after someone stops qualifying for Working Tax Credit)**\***  | 3 most recent monthly award statements  |  |  |
| **Universal Credit with net earnings not exceeding the equivalent of £7,400 per year**  | 3 most recent monthly award statements |  |  |

\*\* where supplying a universal credit award notice please provide the 3 most recent award statements

**DECLARATION BY PARENT/CARER and/or STUDENT**

|  |
| --- |
| * All payments will be based on the information provided and we declare that the information on this form is accurate to the best of my knowledge.
* I/We understand that any false claim may lead to the withdrawal or refusal of FSM funding and may result in a prosecution
* I/My parents/carers will notify the College of any changes in income

**Parent/Carer** I understand that the College will keep this data and the evidence provided, in line with the Data Protection Act 1998, to support the needs of my child.I have supported the above-named person to understand and help complete this form, the information given is complete and accurate to the best of my knowledge, and no information which may affect the safety and welfare of this person or others at the College has been withheld or omitted. I understand that if the safety and welfare of any person at this College is compromised due to information being inaccurate or withheld by me, further action may be taken by the College. |
| **Student Signature:** |
| **Student Name:**  |
| **Date:** |
| **Parent/Carer Signature:** |
| **Print Name:** |
| **Date:** |