

Dear Parent/Guardian,

We are asking parents/carers whose child attends The Park College to complete this form if you believe you have a statutory entitlement to Free College Meals.

Please return your application directly to the college which will then be processed in confidence by the college.

Criteria for eligibility for Free College meals

Families who receive certain benefits may be eligible for free college meals. Your child is eligible for free college meals if you or your child are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

This additional money is available from the ESFA for every student or whose parent is receiving one of the benefits listed above.

ABOUT YOUR CHILD/CHILDREN

Please complete all sections of this form using black ink and BLOCK CAPITALS

Child’s Last Name	Child’s First Name	Child’s Date of Birth			Name of College
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

Please complete all sections of this form using black ink and BLOCK CAPITALS

	Parent/Guardian									
Last name										
First Name										
Date of Birth	DD		MM		YYYY					
National Insurance Number*										
National Asylum Support Service (NASS) Number*										
Daytime Telephone Number										
Mobile Number										
Address										
	Postcode:									

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

As part of the application, institutions must ask the student (or their parent/guardian) to provide evidence of the award of the qualifying benefits. You can either send this by email or paper copy.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used by the college. I agree to the college using this information to process my application for free college meals. I also agree to notify the college in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:

How the information in this form will be used

The information you provide in this form will be used by the college to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money we will receive each year for your child.

You only need to complete this form once and it will last for the duration of your child's time at their current college. You should contact the college if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free college meals.