



Date received:

Gateshead College Free Meals Application Form 2022-23

For students aged under 19 on 31st August 2022 or aged 19-24 and are subject to an Education Health and Care Plan (EHC Plan)

If you need help with this form please refer to guidance notes **(GN)** or contact Student Services. Sections marked **(E)** may require photocopied evidence.

1) Personal details

Full name			
Date of birth		Student number	
Full address (including postcode)	Telephone		
	Email		
Nationality	In receipt of Free Meals in 21/22		Yes <input type="checkbox"/> No <input type="checkbox"/>

2) Course details

Course title		Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>
Please provide details of any work placement					

3) Residency: You must complete this section by ticking the relevant box (GN) (E)

a. I am a British Citizen. I normally live in the UK and have lived here for at least the last 3 years.	<input type="checkbox"/>	d. I, or my parent(s), have been granted indefinite leave to enter or remain, refugee status or discretionary/exceptional leave to enter or remain or right of abode in the UK or humanitarian protection.	<input type="checkbox"/>
b. I am a European National (or I am a child/grandchild of a European National) and I have settled status and have been living within the European Economic Area (EEA) for the last 3 years.	<input type="checkbox"/>	e. I am an asylum seeker.	<input type="checkbox"/>
c. I am a child of an EEA migrant worker (this means that your parent(s) have come to the UK to work) and have been ordinarily resident in the EEA for the last 3 years (this means your home country is within the EEA).	<input type="checkbox"/>	f. Other (please state).	<input type="checkbox"/>

3) Income - Please tick the box if you (or your parent(s)/carer(s)) claim any one of these benefits. Provide evidence of benefit/allowance - see back of form for guidance notes of evidence required.

1. Income based Jobseekers Allowance	<input type="checkbox"/>	6. Child Tax Credit (not in receipt of Working Tax Credit) with a gross income of no more than £16,190	<input type="checkbox"/>
2. Income Support	<input type="checkbox"/>	7. Working Tax Credit Run on (Paid for 4 weeks after you stop Qualifying for WTC)	<input type="checkbox"/>
3. Employment & Support Allowance (income related only)	<input type="checkbox"/>	8. Universal Credit with net earnings not exceeding £7,400 pa	<input type="checkbox"/>
4. Guaranteed Pension Credit	<input type="checkbox"/>		
5. Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>		

If you do not receive any of the above you do not qualify for free meals.

Guidance notes

Section 3 - Residency Evidence requirements (E)

- a.** We do not require evidence however we reserve the right to request evidence if necessary
- b. & c.** A photocopy of your passport or that of a parent clearly identifying status/nationality. If the names differ, we will require alternative evidence such as evidence of Child Benefit, other benefits that are being claimed on your behalf or a copy of a birth certificate. Any evidence must clearly show your name
- d.** A photocopy of your passport clearly identifying status/nationality or a letter from the Home Office clearly identifying your status in the UK. Any evidence must clearly show your name
- e.** You may be an unaccompanied asylum seeker, or with parent(s) carer(s) or with the social services. Please provide a letter from the Home Office or social services clearly identifying your status
- f.** If your status is not mentioned, it does not necessarily mean that you do not qualify. Declare what your status is in the UK and any evidence you have to support this. We may need to contact you

Section 4 - Income Evidence requirements (E)

- 1,2,3.** Notification/letter from the DWP/Jobcentre Plus clearly stating the name and address of the claimant, the type of benefit, the amount and the date it is payable.
- 4.** Notification from the Pension Service clearly stating the name and address of the claimant and the payment of guaranteed pension credit.
- 5.** Notification from the UKBA or Social Services or a solicitor clearly stating the name and address of the claimant and confirmation that they are in receipt of section 95 support **or** section 4 support **or** section 25 support **or** other support under part VI of the Immigration and Asylum Act 1999 (and subsequent amendments).
- 6.** Notification from the HMRC clearly stating the name and address of the claimant, the amount of child tax credit payable and the income used for the assessment. You will need to submit the full notification.
- 7.** Notification from the HMRC clearly stating the name of the claimant and the final payment date of Working Tax Credit. You will need to submit the full notification.
- 8.** Universal Credit notification clearly stating the name and address of the claimant, the amount of universal credit and detail of monthly earnings.


Student Declaration

- I declare that the information on this application is complete and accurate. I will provide any additional information that may be required.
- I understand that if I submit false information or use fraudulent methods, free meals will be withdrawn, and the college disciplinary procedures will apply.
- I will inform the Support Funds Team immediately of any change in my circumstances, at any time, which might affect my entitlement to support.
- I understand that any misuse of the free meals scheme will result in free meals being withdrawn, and the college disciplinary procedures will apply.
- I understand the free meals scheme if awarded is for personal use only and cannot be transferred to any other individual.
- I agree to participate in surveys or any other methods to obtain feedback in order to improve the quality of the service.

If you want someone else to be able to speak to us about your application or award (for example, you may want the award explained to a family member) please give us their details below otherwise we will only discuss your award with you.

Full Name: Relationship to you:

I give my consent for Gateshead College to process personal data contained in this application and where necessary, share this information with relevant staff in order to assess an appropriate award, and understand that the information on this form will be used for statistical purposes and may be used for the detection of fraud. We will protect your data in line with our Privacy Notice (available on our website) and promise not to give your data to anyone else.

	Student Signature	Date
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Correctly complete applications will be processed within 14 working days (this may vary at busiest times during the year).

You can submit your completed form either:

By hand – to the main reception, Support Funds Office (Baltic Campus) or your nearest reception point

By post – to Support Funds Team, Gateshead College, Baltic Campus, Quarryfield Road, Gateshead, Tyne and Wear, NE8 3BE

For further information or advice you can contact the Support Funds Team on (0191) 490 4627, call into the Support Funds Office, or email support.funds@gateshead.ac.uk