

**Confidential:
Application for Student Support**

NOTE: This form must be completed and signed by the person whose name is on the Benefit Letter AND the letter stating entitlement to Child Tax Credit, Working Tax Credit, or other documents. His/Her name MUST be entered as the applicant.

1. Details of Applicant: (Parent or Guardian claiming benefit)

| | | | | |
|--|----------|--|-------------|--|
| Mr / Mrs / Miss / Ms <small>Delete as appropriate</small> | Surname: | | First Name: | |
|--|----------|--|-------------|--|

| | |
|--|--|
| National Insurance/Asylum Seeker Number: | |
|--|--|

| | | | |
|-----------|--|-------------------|--|
| Address: | | | |
| Postcode: | | Telephone Number: | |

2. Details of Partner (if applicable)

| | | | | |
|--|----------|--|-------------|--|
| Mr / Mrs / Miss / Ms <small>Delete as appropriate</small> | Surname: | | First Name: | |
|--|----------|--|-------------|--|

| | |
|--|--|
| National Insurance/Asylum Seeker Number: | |
|--|--|

| | |
|---|---|
| Is this your first claim to Landau Forte College? | YES / NO <small>Delete as appropriate</small> |
|---|---|

| | |
|--------------------------------------|---|
| Please state if single parent family | YES / NO <small>Delete as appropriate</small> |
|--------------------------------------|---|

3. Details of Children at the College who you wish to claim Free School Meals for:

| First Name | Surname | Date of Birth | Age | M/F |
|------------|---------|---------------|-----|-----|
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4. Proof that you are eligible to claim free meals must be produced within the application. Please read the information below on Support Payments which tells you what documents we need to see.

Support Payments entitling Parent/Carer to make a claim for free meals are:

- Income Support – IS**
Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.
- Income Based Jobseekers Allowance – IBJSA**
Please provide a recent letter about your Job Seekers Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp your form for you.
- Income Related Employment & Support Allowance – ESA**
Please provide a recent Department for Work & Pensions (DWP) letter about your Employment & Support Allowance (no more than 6 months old) or the DWP can stamp your form for you.

- **Support under Part VI of the Immigration and Asylum Act 1999**
Please provide a recent Home Office letter (no more than 6 months old) **OR** ask your Housing Association to stamp the form for you.
- **Child Tax Credit (but NOT Working Tax Credit)**
You can make a claim under this category if your annual household income (assessed by the Inland Revenue) does not exceed £16,190 **AND** you do not receive Working Tax Credit. Please provide your most recent Tax Credit Award Notice.
- **Guarantee Element of State Pension Credit**
Please provide your most recent Pension Credit M1000 Notice.
- **Working tax Credit run-on**
This is paid for the 4 weeks after you stop qualifying for Working Tax Credit.
- **Universal Credit**
Please provide a copy of your Universal Credit Statement from your most recent assessment period. Applicants are only eligible provided they have an annual net earned income which does not exceed £7,400 (£616.67 per months).

N.B. We can only accept complete documents (all pages, even if blank). Photocopies are not accepted

| | |
|---|--|
| Name of Benefit Office from which you are claiming: | |
|---|--|

5. Declaration

- I understand that my entitlement to free school meals will only continue as long as I receive one of the relevant Support Payments as outlined above.
- I will inform you immediately if my entitlement to any of the Support Payments is terminated.
- I understand that if I do not inform you and my child/ren continues to receive free meals, I will have to repay the cost of any meals taken.
- I will inform you immediately if I change my address.
- I declare that I am legally responsible for the child/ren I am claiming for.
- I certify that the above statement and information given by me on this form is complete and accurate and I authorise Landau Forte College to take such steps as they consider necessary to verify the same.

| | | | |
|-------------------------|--|-------|--|
| Signature of Applicant: | | Date: | |
|-------------------------|--|-------|--|

A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

Notes:

- 1 Free meals are only available to pupils whose parents/guardians are receiving one of the Support Payments for the child/children or for pupils receiving IS or IBJSA.
- 2 This form must be completed by the person who claims the Support Payment in the household.

Please return the completed form to:

**Miss L Walendziewski
Landau Forte College
Fox Street
Derby, DE1 2LF**

Landau Forte College Student Support

Student Support, including free meals, is at the discretion of the College. Meal points and other support is neither transferable or for resale. Failure to observe these rules will result in cancellation. Support available is listed in the table below.

Discretionary Payments: In exceptional circumstances, and solely at its discretion, the College may provide similar assistance to parents who do not receive the allowances and credits outlined above.

| Family Circumstances | Free Meals | College Dress Code Allowance | |
|--|------------------|------------------------------|-------------------|
| | Year 7 – Year 13 | Year 7 – Year 11 | Year 12 – Year 13 |
| Income Support | Yes | £42 | *Discretionary |
| Income Based Job Seeker's Allowance | Yes | £42 | *Discretionary |
| Child Tax Credit, but not entitled to Working Tax Credit, and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190. | Yes | *Discretionary | *Discretionary |
| Income Related Employment & Support Allowance | Yes | *Discretionary | *Discretionary |
| Universal Credit - applicants are only eligible provided they have an annual net earned income which does not exceed £7,400 (£616.67 per month) | Yes | *Discretionary | *Discretionary |
| Guarantee element of State Pension Credit | Yes | No | No |
| Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999 | Yes | *Discretionary | *Discretionary |
| Working Tax Credit | No | No | No |
| Working Tax Credit run-on This is paid for the 4 weeks after you stop qualifying for Working Tax Credit | | | |

***Discretionary** – please write a short letter of consideration to the Principal should you wish to receive any discretionary support listed above.