

# Student Financial Support Procedure 2026-27

## 16-19 Bursary Fund and Free Meals in Further Education

Salford City College Group

### **Operating principle:**

Support is awarded to remove genuine financial barriers to education. Eligibility is necessary but does not, on its own, guarantee a particular award. All decisions must be based on assessed actual need, appropriate evidence, attendance/engagement expectations and available funding.

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## **1. Purpose and scope**

This procedure sets out the financial support available to eligible students at Salford City College Group during the 2026-27 academic year. It covers the 16-19 Bursary Fund, including vulnerable groups and discretionary bursaries, and Free Meals in Further Education.

The purpose of financial support is to help students overcome specific financial barriers to participation so that they can remain in education, attend their programme, access essential resources and achieve their intended outcomes.

This procedure applies to eligible students studying on an eligible study programme with Salford City College Group, including students studying with approved delivery partners where the College is responsible for administering support. It does not apply to students on Community Education or Adult Provision.

## **2. Core principles**

The College will administer support in line with the Department for Education guidance in force for 2026-27. Where this procedure is silent, or where a definition requires interpretation, the relevant Department for Education guidance will apply.

Financial support will be targeted at students with the greatest financial need and will normally be provided in kind wherever this is practical and appropriate. Where the need can be evidenced, cash or BACS payments may be used where in-kind support is not practical or where the student is attending an approved activity away from college.

All awards are subject to available funding. The College may amend award levels, prioritise applications, or close elements of support where funds are insufficient to meet demand.

- Eligibility must be checked before any award is confirmed.
- Actual need must be assessed for every bursary award, including vulnerable groups bursaries.
- Awards must relate to participation in education and not general living costs.
- Evidence and decision records must be retained for audit.
- Funding must not replace support that should reasonably be provided through another College service or external agency.

## **3. Application deadlines and process**

Students should submit an application and supporting evidence as soon as possible after enrolment. For students enrolling in September 2026, the deadline for bursary applications and evidence is 31<sup>st</sup> October 2026 where the student wishes to be considered for backdated support covering the enrolment and induction period.

Applications received after 31<sup>st</sup> October 2026 will still be considered, but any backdated support will be reviewed on a case-by-case basis. The College will consider the date the need arose, the reason for late application, whether the student was eligible during the period claimed, and whether funding remains available.

1. Student completes the financial support application and declares the type of support requested.
2. Student provides evidence of household income, benefit entitlement or other relevant circumstances.
3. Student Services checks general eligibility, evidence, residency and course eligibility.
4. Student Services assesses actual participation need and determines the appropriate support package.
5. The student is notified of the outcome, including any conditions, evidence still required, or reason for refusal.
6. Awards are recorded on the College management information system and supporting evidence is retained securely.

## **4. Assessment of actual need**

The College will assess actual need before awarding support. This applies to both discretionary bursary awards and vulnerable groups awards. A student may meet a category of eligibility but still receive a reduced award, or no award, where their participation costs are already met or where no relevant financial need is identified.

Assessment area	How it will be considered
Household income	Net household income, benefit entitlement and evidence of financial hardship.
Travel	Distance from college, available transport routes, number of timetabled days and whether the College Bus Service is available.
Course costs	Kit, uniform, equipment, books, tools, software, protective clothing or materials required for the study programme.
Digital access	Access to a suitable device, internet connectivity and any curriculum requirement for digital resources.
Trips and visits	Whether the trip is essential to the programme, the cost, alternatives available and the student contribution required.
Meals	Free Meals eligibility, hardship, timetabled attendance and whether support is needed on placement or off-site learning.
Exceptional circumstances	Caring responsibilities, family breakdown, homelessness risk, safeguarding concerns, sudden income changes or other relevant circumstances.

The College may use professional judgement where the evidence shows that a student has a genuine financial barrier but does not fit neatly within the standard support categories. Any exceptional decision must be recorded with the rationale and approval from the Student Services Manager and Head of Student Experience, Brand and Engagement.

## 5. General eligibility

### 5.1 Age

Students must normally be aged 16 or over and under 19 on 31<sup>st</sup> August 2026 to be eligible for 16-19 bursary support in the 2026-27 academic year.

- Students aged 19 or over may receive a discretionary bursary if they are continuing the same study programme they began aged 16 to 18 as a 19+ continuer.
- Students aged 19 or over may receive a discretionary bursary if they have an Education, Health and Care Plan (EHCP).
- Students aged 19 or over are not eligible for the Vulnerable Groups Bursary.

### 5.2 Eligible provision

Students must be participating in eligible publicly funded provision that is subject to appropriate quality assurance or inspection. Provision must be funded directly or indirectly by the Department for Education, Education and Skills Funding Agency or Local Authority, or otherwise publicly funded and leading to approved qualifications up to and including Level 3.

- Apprentices and students on waged training are not eligible for support through the 16-19 Bursary Fund.
- Non-employed students aged 16 to 19 on eligible King's Trust Team Programmes may apply in the same way as other eligible students.
- Students studying with delivery partners remain subject to the same eligibility, evidence and assessment requirements.

### 5.3 Residency and asylum-seeking students

Students must meet the residency requirements in the Department for Education funding regulations for post-16 provision. The College will apply the current Department for Education rules when assessing residency, including where immigration status or asylum status requires further consideration.

- Accompanied asylum-seeking children and asylum seekers aged 18 or over may be considered for in-kind support where permitted by Department for Education guidance and where an assessed participation need exists.
- The College must not make cash payments to asylum seekers unless Department for Education guidance permits this. In-kind support may include travel passes, kit, uniform, equipment, meals or other direct provision.
- Unaccompanied asylum-seeking children are the responsibility of the Local Authority and may be treated as looked-after children for bursary purposes where the Department for Education criteria are met.
- Where an unaccompanied asylum-seeking young person turns 18, the College will review their immigration and care-leaver status in line with current Department for Education guidance before confirming ongoing support.

## 6. Vulnerable Groups Bursary

The Vulnerable Groups Bursary is intended for students who are in one of the defined vulnerable groups and who have an actual financial need. The defined groups reflect circumstances where a student may not reasonably be able to rely on parental or carer support.

The maximum standard award is up to £1,200 per academic year for a student on a study programme lasting 30 weeks or more. Students on shorter programmes, or studying fewer hours, may receive a pro-rata or reduced award based on assessed need. The full £1,200 must not be awarded automatically.

Eligible vulnerable group	Evidence normally required
In care	Written confirmation from the relevant Local Authority confirming current looked-after status.
Care leaver	Written confirmation from the relevant Local Authority confirming care-leaver status.
Receiving Income Support or Universal Credit in their own right	Award notice showing entitlement is in the student's name and confirming they are financially supporting themselves or themselves and a dependent.
Receiving DLA/PIP and ESA or Universal Credit in their own right	Award notices showing DLA or PIP and ESA or Universal Credit entitlement in the student's own name.

The College will use the definitions in the current Department for Education 16 to 19 Bursary Fund Guide. Where there is uncertainty about whether a student meets the definition, the Student Services Manager will review the case against the Department for Education guidance before a decision is made.

- Awards will be based on assessed actual need and may be less than £1,200.
- Where a student has no relevant participation costs or their needs are already met, the College may refuse or reduce an award even if the student is in a vulnerable group.
- Where exceptional need exceeds £1,200, additional support may be awarded from the discretionary bursary allocation.
- Requests above £1,200 must be supported by a recorded rationale and approved by the Head of Student Experience, Brand and Engagement. In such circumstances, amounts above £1,200 will be attributed to the 16-19 discretionary bursary.
- Vulnerable groups applications must be reviewed each academic year in which support is requested.

## 7. Discretionary Bursary

The Discretionary Bursary is for students who face financial barriers to participation but who are not eligible for a vulnerable groups award, or who require additional support beyond a vulnerable groups award. The College will use the discretionary allocation to support the students most in need, taking account of available funding.

Support area	Standard financial criterion	Additional criteria
Our Pass	Net household income below £55,000	Student lives at least 0.5 miles from college and has an assessed travel need.
College Bus Service	Net household income below £55,000	Student lives at least 0.5 miles from college and the service is appropriate.
Tram travel	Net household income below £45,000	Student lives at least 3 miles from college and tram is the appropriate route.
Train travel	Household income below £35,000	Student lives at least 10 miles from college and train is the appropriate route.
Taxi support	Household income below £55,000	Exceptional circumstances and no suitable public transport or College Bus option.
IT, kit, equipment and uniform	Household income below £35,000	Item is essential to successful participation in the study programme.
Trips and visits	Household income below £35,000	Activity is essential or strongly linked to programme completion or assessment.
Meal support outside Free Meals entitlement	Assessed hardship	Student has an identified need for food support to attend and participate.

Thresholds guide standard eligibility for the support package. The College may consider exceptional cases outside the standard thresholds where evidence shows a significant barrier to participation, but approval and rationale must be recorded. Additionally, households with greater than two children in full-time education may see the thresholds increase by 5% for every additional child.

## **8. Travel support package**

Travel support is intended to help students attend their timetabled programme where travel costs create a financial barrier. The College will consider distance, transport options, cost, safety, timetable, disability or medical needs and the availability of the College Bus Service.

### ***8.1 Our Pass support***

Students with a net household income below £55,000 who live a minimum of 0.5 miles from college may receive £10 towards the cost of an Our Pass, where they have indicated this need and the College has assessed that travel support is required. Evidence of purchase must be provided, such as an Our Pass receipt or a photograph of the Our Pass with College ID.

### ***8.2 Public bus support***

Where a student is not eligible for an Our Pass, the College may provide support towards public bus travel where Student Services determines that a public bus route is the most appropriate way for the student to travel and the College Bus Service does not serve the area. Students must provide one day's travel receipt. Weekly support will normally be calculated as: cost of one day's journey multiplied by timetabled days per week.

### ***8.3 College Bus Service***

Students with a net household income below £55,000 who live a minimum of 0.5 miles from college may receive funded travel on the College Bus Service where they have indicated and been assessed to need this support. This will normally be provided in kind through the College Bus Service operator in collaboration with Student Services.

### ***8.4 Tram travel***

Students with a net household income below £45,000 who live a minimum of 3 miles from college may receive support towards tram tickets for the necessary zones. Students must provide one day's travel receipt. Weekly support will normally be calculated as the cost of one day's journey multiplied by timetabled days per week.

### ***8.5 Train travel***

Students with a household income below £35,000 who live a minimum of 10 miles from college may receive support towards train travel. Students must provide one day's travel receipt. Support may be calculated using the cost of one day's journey multiplied by timetabled days per week and by the agreed percentage of funding.

### ***8.6 Taxi support***

Taxi support is exceptional and will only be considered where public transport or the College Bus Service is not suitable. Students must have a household income below £55,000 unless an exceptional case is approved. Taxis will normally be booked through the College taxi account and must be approved by the Student Services Manager or Head of Student Experience, Brand and Engagement.

## **9. Kit, equipment and digital support**

Kit, equipment and digital support is intended to ensure that eligible students can access the essential resources required to complete their study programme. It must not be used for optional, lifestyle or non-educational purchases.

### ***9.1 IT and internet access***

Students with a household income below £35,000 may receive support towards essential IT equipment, such as a laptop or tablet, where they have indicated and been assessed to need this support. In exceptional cases, portable Wi-Fi dongles or other internet devices may be provided where the student does not have suitable internet access for study.

IT equipment remains for educational use. The College may request that equipment is returned if a student withdraws, completes their course, or no longer requires the equipment. The College is not responsible for replacing or repairing damaged, faulty or stolen equipment.

The College will assess the recovery of equipment at the end of a students' study programme, in line with relevant advice from technical colleagues and suppliers.

### **9.2 Course-related kit and uniform**

Students with a household income below £35,000 may receive support towards course-related kit, equipment or uniform identified by curriculum teams as necessary for successful participation. Support will normally be provided in kind through College suppliers and issued by Student Services. Students can also use this element of the bursary

Performing Arts uniform may be reimbursed by BACS on production of receipts, subject to the combined kit, uniform and trips allowance. The standard combined allowance is up to £375 unless a higher award is approved through the relevant exceptional approval route.

- All kit and equipment must be linked to the student's study programme.
- Curriculum teams must identify essential kit requirements clearly.
- Student Services will retain evidence of purchase, issue, reimbursement or internal payment.
- The College may ask for reusable equipment to be returned so that it can support another student.

## **10. Trips and visits support**

Students with a household income below £35,000 may receive support towards essential curriculum-related trips and visits. A trip or visit will normally be eligible only where it is required for assessment, forms an essential part of the study programme, or provides a clearly evidenced educational benefit linked to the course. Students can also use this element of the bursary towards the cost of attending industry placements, university interviews and open days.

Support will normally be provided in kind through the College management information system or internal payment processes. Students eligible for Free Meals, or meal support through bursary, may receive an appropriate meal allowance by BACS or a packed lunch where available when attending approved trips or visits.

- The 16-19 Bursary Fund should not normally support foreign or overseas field trips where similar educational content can be accessed in England at lower cost.
- The fund should not support trips that are not an essential or clearly evidenced part of the study programme.
- The standard combined kit, uniform and trips allowance is up to £375.
- The College may approve a higher contribution where the student's actual assessed need justifies this and funding is available.
- Any exception must be requested by a Student Services Advisor and approved by the Student Services Manager or Head of Student Experience, Brand and Engagement.

## **11. Care to Learn: Childcare support for young parents**

Care to Learn is a Department for Education funded scheme that supports eligible young parents with childcare costs so they can continue in education. The scheme applies to eligible publicly funded study programmes in England and is administered by the education institution in line with the current DfE Care to Learn conditions of grant.

Students may be eligible for Care to Learn support where they:

- are a parent aged under 20 on the date they start their study programme;
- are the main carer for the child for whom support is being requested;
- live and study in England;
- meet the relevant residency requirements;
- are enrolled on an eligible publicly funded course or study programme; and
- use an eligible childcare provider, such as an Ofsted-registered provider, childminder agency registered provider, or qualifying school-based childcare provision.

A student who turns 20 during their study programme may continue to receive support until the end of that same programme, where all other eligibility conditions continue to be met. Apprentices, students on higher education courses, privately funded courses, social

activities where no programme of study takes place, and voluntary work that is not a required part of an agreed study programme are not eligible for Care to Learn support.

For the 2026 to 2027 academic year, Care to Learn can contribute up to £180 per child per week for students whose home address is outside London, or up to £195 per child per week for students whose home address is in London. This may include eligible childcare costs and, where appropriate, additional travel costs incurred in taking the child to and from the childcare provider. The combined childcare and travel support must not exceed the relevant weekly maximum.

Care to Learn may also support childcare linked to independent study time, work experience or industry placements where these form part of the student's study programme. Deposits of up to £250 per child may be paid where required by the childcare provider, and registration fees of up to £80 per child may be paid as a one-off payment in the first year of childcare with that provider.

Students must complete a new Care to Learn application each academic year. The College will assess applications in line with DfE requirements and will require appropriate evidence, including evidence that the student is the parent and main carer of the child. This will usually be confirmation of Child Benefit for the child, or, where this is not available, a copy of the child's birth certificate together with evidence that the student is the main carer.

The College will verify the eligibility of the childcare provider before support is approved. This will include checking the provider's Ofsted registration or other qualifying registration status, the childcare fees and charging model, the agreed childcare hours, and the provider's payment details. The College may also request declarations of any potential conflict of interest between the student, childcare provider, College staff or other parties involved.

Payments for childcare will normally be made directly to the childcare provider by BACS. Payments are subject to confirmation that the student continues to attend their study programme and that the child continues to attend the agreed childcare provision. Payments must stop where the student stops attending their course or the child stops attending childcare, except where a short-term absence is accepted at the College's discretion and the decision is recorded.

Care to Learn Travel support, where approved, will only cover additional travel costs necessary for the student to take their child between home and the childcare provider. Travel support will not be paid where childcare is provided on the same site as the student's study programme. The College will normally expect students to use the cheapest reasonable form of transport, and travel support may be provided in kind, such as through a bus pass, or by BACS payment to the student.

Where applicable, summer retainer payments may be made to childcare providers to keep a childcare place open over the summer holiday period, subject to the DfE eligibility criteria. For summer 2027, this includes the student having received Care to Learn funding in 2026 to 2027, intending to return to study in 2027 to 2028, being on a programme that has lasted at least 6 weeks, and intending to continue with the same childcare provider. Summer retainers are normally limited to a maximum of 8 weeks, with a further 2 weeks only where the College can evidence that it has a longer summer break than usual.

The College will maintain auditable records for all Care to Learn applications, decisions, payments and claims. Records will include evidence of student eligibility, childcare provider eligibility, childcare hours and fees, travel costs where relevant, attendance records, payment records, any in-year changes, and the rationale for decisions made.

## **12. Free Meals in Further Education**

The College will assess Free Meals eligibility in accordance with the Department for Education Free Meals in Further Education Guide 2026-27. Free Meals support is separate from bursary support, but the College may use bursary funding to enhance or supplement meal support where permitted and where assessed need exists.

### **12.1 Eligibility**

Students may be eligible for Free Meals if they are aged 16 to 18 on 31 August 2026, are a 19+ continuer, or have an EHCP, and meet residency and qualifying benefit requirements.

- The student, or their parent or guardian, must be in receipt of a qualifying benefit.
  - Qualifying benefits include Universal Credit, support under Part VI of the Immigration and Asylum Act 1999, income-related Employment and Support Allowance, or the Guarantee Credit element of Pension Credit where permitted by Department for Education guidance.

- Apprentices are not eligible for Free Meals through this scheme, including apprentices with EHCPs.
- Students must be enrolled on eligible Department for Education-funded provision.

### ***12.2 Students not eligible for Free Meals***

Where a student does not meet the Department for Education eligibility criteria for Free College Meals but has applied for bursary support and, through the College's financial assessment process, is identified as experiencing financial hardship and requiring support with meal costs, assistance may be provided through the 16–19 Discretionary Bursary Fund or the Vulnerable Groups Bursary, as appropriate. In such cases, meal support will be provided at the same rate as the College's enhanced Free College Meal allowance (£5.50 per eligible attendance day). This approach ensures that students facing genuine financial barriers to participation have equitable access to food while attending their study programme and supports their wellbeing, attendance, and achievement. All awards will be subject to an individual assessment of need and will be funded and recorded in accordance with 16–19 Bursary Fund guidance.

### ***12.3 Enhanced meal allowance***

The College recognises that the Department for Education's Free Meals in Further Education funding rate may not provide sufficient value for students to purchase a substantial meal from the college catering outlets. To support student participation, the College enhances the Free College Meals allowance to £5.50 per eligible attendance day, enabling students to access a suitably substantial meal within the College refectory. Where a student is in receipt of a Vulnerable Young Person (VYP) Bursary, the additional cost of this enhancement will be met from their VYP bursary allocation in the first instance. For all other eligible students, the enhancement will be funded through the 16–19 Discretionary Bursary Fund. The College will ensure that all funding is allocated, evidenced and administered in accordance with the relevant bursary and free meals funding guidance

### ***12.4 Delivery of Free Meals***

Free Meals will normally be delivered through electronic credit applied to the student's College ID card for use in college catering outlets. Eligibility, attendance and meal uptake will be recorded through college systems and refectory point-of-sale records.

### ***12.5 Placements and off-site activity***

Students who are eligible for Free Meals and are required to attend placement or approved work-based learning away from college may receive the equivalent daily allowance through BACS payment. Students may be required to sign a declaration confirming that the funding will be used to purchase meals while attending placement. Receipts may be requested by Student Services.

## **13. Emergency meal support**

Emergency meal support may be provided where a student is experiencing severe or immediate financial hardship and has an urgent need for food. This is a short-term intervention and must not become an ongoing arrangement without a full assessment.

- Requests should normally be submitted by the relevant Head of Pastoral Studies.
- Approval must be granted by the Student Services Manager.
- The student must sign a declaration confirming receipt of support and that it will be used to purchase food.
- Support exceeding five attendance days must be approved by the Head of Student Experience, Brand and Engagement.
- Student Services must record the rationale, duration, value and number of students supported.

## **14. Payments, records and audit**

The College will maintain auditable records for all financial support. Records must be sufficient to demonstrate eligibility, assessed need, evidence considered, award value, payment method, in-kind support provided, approvals and any exceptional decisions.

<b>Record type</b>	<b>Examples</b>
Application records	Application form, student declaration, date received and support requested.
Eligibility evidence	Income evidence, benefit award notices, Local Authority confirmation, residency evidence where needed.
Assessment records	Need assessment, calculation of travel or meal support, rationale for award or refusal.
Award records	Value, type of support, start date, review date, payment or issue method.
Approval records	Manager approval for taxis, awards above standard limits, emergency meals or exceptional cases.
Audit trail	Receipts, BACS records, supplier orders, ID card credits, POS meal uptake reports and equipment records.

Evidence must be stored securely and retained in accordance with college data protection and record retention requirements. Access should be limited to staff who need the information to administer support.

## **15. Attendance, conduct, fraud and appeals**

### ***15.1 Attendance and engagement***

Students receiving support are expected to attend, participate and engage positively with their programme. Continued receipt of discretionary support may be reviewed where attendance, punctuality, behaviour or engagement are unsatisfactory. The College will consider individual circumstances before suspending or reducing support, particularly where withdrawal of support could worsen the barrier to attendance.

### ***15.2 False or misleading information***

Where false, misleading or incomplete information is provided, the College reserves the right to withdraw support, recover funds, request the return of equipment and refer the matter to the relevant authorities where appropriate.

### ***15.3 Appeals and reviews***

#### **Appealing a decision when the application for student financial support was declined:**

Students can submit an appeal if their application for student financial support is declined.

The applicant will be asked to outline the reasons for disagreeing with the decision and why it is unfair. Evidence must be submitted to support the claim and confirm that the bursary claim is for educational costs.

A panel will be convened within 20 working days. The panel will consist of the Student Services Manager and the Head of Student Experience, Brand and Engagement.

The panel will review the decision, and the applicant will be notified of the panel's decision in writing within 5 working days.

### **15.4 Annual review**

This procedure will be reviewed annually, or sooner where Department for Education guidance changes. The College will ensure that operational forms, student communications and system processes are updated to reflect the approved procedure.

## Appendix A - Summary of retained support offer

Support offer	Criteria retained in this procedure
Our Pass	Net household income below £55,000; minimum 0.5 miles from college; evidence of purchase required.
College Bus Service	Net household income below £55,000; minimum 0.5 miles from college; in-kind bus pass.
Public bus	Available where Our Pass is not applicable and public bus is the appropriate route; one day receipt required.
Tram	Net household income below £45,000; minimum 3 miles from college; calculated using journey cost and timetable.
Train	Household income below £35,000; minimum 10 miles from college; calculated using agreed percentage of funding.
Taxi	Household income below £55,000; exceptional circumstances only; manager approval required.
IT support	Household income below £35,000; laptop, tablet and/or internet support where assessed as essential.
Course kit and uniform	Household income below £35,000; essential curriculum kit; normally in kind.
Performing Arts uniform	BACS reimbursement on receipts within combined kit, uniform and trips allowance.
Trips and visits	Household income below £35,000; essential curriculum trips only; normally in kind.
Combined kit/uniform/trips allowance	Standard maximum up to £375; exceptions may be approved and recorded.
Free Meals	Department for Education eligibility criteria; enhanced SCC allowance currently £5.50 per eligible attendance day.
Placement meals	BACS support where student is eligible and attending approved off-site placement.
Emergency meals	Short-term support; Student Services Manager approval; over five days requires Head of Department approval.

## Appendix B - Operational evidence checklist

This checklist supports consistent decision-making and audit preparation. It does not replace professional judgement or the current Department for Education guidance, but it should be used by Student Services when checking whether the evidence held is sufficient to support an award.

Support type	Minimum evidence to retain	Decision record required
General bursary application	Completed application form, student declaration and household income or benefit evidence.	Eligibility outcome, assessed need, award type and value.
Vulnerable Groups Bursary	Local Authority confirmation or benefit award notice in the student's name, as applicable.	Confirmation of category, actual need assessment and whether award is below, at or above £1,200.
Our Pass / bus / tram / train	Address or distance check, timetable days, travel receipt or pass evidence where required.	Travel route approved, weekly calculation and start date.
Taxi support	Evidence showing why public transport or College Bus Service is unsuitable.	Exceptional approval by Student Services Manager or Head of Student Experience, Brand and Engagement.
IT equipment / internet	Evidence of income and statement of educational need.	Item approved, issue date, ownership/return expectations and any serial number.
Course kit / uniform	Curriculum confirmation that item is essential and income evidence.	Supplier order, reimbursement receipt or issue record.
Trips and visits	Confirmation that activity is essential or clearly linked to the programme.	Contribution value, payment route and any exception above standard allowance.
Free Meals	Application and qualifying benefit evidence, unless verified through an approved College process.	Eligibility date, daily allowance, delivery method and any annual re-check.
Placement meal support	Placement confirmation, attendance pattern and student declaration.	BACS value, payment period and any receipts requested.
Emergency meal support	Pastoral request and student declaration.	Rationale, duration, value, approver and whether a full assessment is required.