# Education funding agency

# Free meals in further education funded institutions

## Application to make cash awards to students

1. From September 2014, institutions are required to provide free meals to disadvantaged students in further education funded institutions aged between 16 and 18.
2. The EFA expects that institutions will offer a meal, voucher or credit to eligible students. However, we recognise that in a limited number of circumstances this may not be practical. Institutions will therefore be allowed to offer cash to eligible students in some circumstances. The ‘FE free meals guide for the 2014 to 2015 academic year’ sets out these circumstances, and is available online at: [Free meals guide](https://www.gov.uk/government/publications/further-education-free-meals-advice-for-fe-institutions)
3. The EFA expects that most students requiring a cash award will be covered by the circumstances in the guide. One-off funding has also been provided in the 2014 to 2015 academic year to enable institutions to put facilities and processes into place, for example, to arrange the supply of vouchers for meals etc. If institutions do experience exceptional circumstances that are not covered by the guide, they can request EFA approval to make cash payments by completing this form.
4. Institutions should bear in mind that the EFA expects there to be an extremely small number of instances when it is necessary to apply for an exception. No exception can be guaranteed and institutions must not issue cash to students in any circumstances which are not defined in the guide without agreement from the EFA.
5. The form must be returned to your EFA territory by email.

* North [ypnorthern.efa@education.gsi.gov.uk](mailto:ypnorthern.efa@education.gsi.gov.uk)
* South [ypsouthern.efa@education.gsi.gov.uk](mailto:ypsouthern.efa@education.gsi.gov.uk)
* Central and South West [ypcentralsw.efa@education.gsi.gov.uk](mailto:ypcentralsw.efa@education.gsi.gov.uk)

## Application to make cash awards to students

| Institution name |  |
| --- | --- |
| UPIN |  |
| Contact name |  |
| Contact email |  |
| Contact telephone |  |
| Total number of students receiving free meals |  |
| Number of students to receive cash award |  |
| Period that cash awards will cover |  |
| Reason that electronic credits or vouchers cannot be used | |
| *Please give full details on why a cash award is the only possible option, including what alternatives have been explored and why the one-off start up funding has not enabled other facilities and processes to have been put in place .* | |

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