

Meal Allowance

Some residential students in college accommodation will be issued with a meal allowance on their student cards which will allow them to purchase food and beverages through any of the College catering outlets. Please note the following:

1. At the start of each term student cards will be credited with the equivalent of £35.00 per week for that term, this should normally cover the cost of breakfast and evening meal. The credit on your card covers weeks within normal term time only. It does not cover periods between terms, half-terms or study weeks.
2. The total amount credited should be used by the end of a term, however credit will be transferred to the next term. If a student has been absent from college due to long term illness credits will be calculated on an individual basis. No credit can be transferred to the following academic year.
3. Students who would like to put additional funds onto their card can do so via the Ways2Pay payment system.
4. Any card that is lost should be reported to the Student Services team immediately (cost of replacement card is £5.00).

Invoices for college accommodation and meals will be sent out prior to the start of the Autumn term to the student's home address for the year. All other correspondence for residential students will be sent via the internal student post.

Other charges that may be due for residential students are weekend bus passes.

Students who cause damage on-site will be billed for the repair and these fees will be due immediately.

If payment is not received at the appropriate time:-

- **After 2 weeks the meal allowance will be blocked to purchase meals until payment received (no refund will be given for any expenses incurred whilst the meal card has been stopped and no reduction made to accommodation fees).**
- **After 4 weeks the student is likely to be excluded from classes until payment is received.**
- **If debts continue to be unpaid the student will be excluded from college accommodation until payment received.**

Some courses e.g. Equine and Agriculture include a period of stock duties during which students are residential. Payment for board and food is charged on a weekly basis for stock duties. This is payable online. In addition a key deposit is required which is returned once the key is returned safely. Payment is required before the stocks duties commence. A timetable of stocks duties is given out by the course tutor (no application form required).

Residential application forms are enclosed within this booklet. Due to high demand these should be returned as soon as possible.

In recent years many mature students have elected to find their own accommodation and we suggest this activity is carried out as soon as possible.

If you have any queries regarding accommodation, please contact our Student Services Team on 01270 613209 or email studentservices@reaseheath.ac.uk