



Dear Parent / Guardian,

As you may know, QAC offers a multicultural based lunch menu, including themed lunches throughout the academic year.

We make use of fresh seasonal produce from approved suppliers, which cater to a variety of cultures, tastes and dietary needs including vegetarian, halal, gluten free and dairy free options. While drinks are free, we make a small charge for College meals (£2.20 per day- unchanged from last year). This letter sets out more detail about how this works and what you should do.

We will publish more details about our catering offer on our website before the end of August. We are devising a new offer for these post COVID times.

Please complete the attached form telling us if you want to purchase College meals at a cost of £2.20 per day or if you would prefer to make your own arrangements for next Academic Year (2020/21).

Please send completed forms back to us before 18 September 2020 by e-mail to: financeteam@qac.ac.uk.

How The Charges Will Work:

The cost of meals is £2.20 per day attended at College - this is a flat fee which applies regardless of whether lunch is taken or not.

The maximum cost for full-time students for the next Academic Year is 179 days x £2.20 = **£393.80**. (But see below re financial support that may be available to you).

This is payable in 3 instalments using our School Money system (see below):

- Autumn Term £131.27 by 31st December 2020
- Spring Term £131.27 by 2nd April 2021
- Summer Term £131.26 by 31st July 2021

It is up to you how and when you pay this balance – we only need you to make sure that your account is fully paid by each of these dates. Note: for part-time students, the charge will be correspondingly reduced.

Absences:

At the end of each half term, we will calculate any credit due to authorised full day absences from College and process these onto your account. You will then see a reduced balance on your account. Sadly, we cannot offer credits for unauthorised absences, appointments during the day resulting in a missed meal or any other part-day absences. As you can appreciate we have to order ahead for given number and most of our costs are fixed in advance.

So we know that a student is absent, we need you to **call us (0121 428 5050) before 9:00AM on the first day of absence and every day after.** This is really important – we can only authorise a credit on your meals account if you have reported the absence formally.

Notice Period

If you wish to change your arrangements for lunches, (i.e. start bringing your own or start having College lunches), we need half term's notice. There may be exceptional circumstances which we can discuss with you if they arise.

Bursaries and Free College Meals

You may be entitled to financial support with catering charges via Free College Meals or as part of a Bursary Award. More details about applying for a Bursary/ Free College meals will be issued to you in September 2020. If you think that you may be entitled to financial support, please do apply.

At the start of the Autumn term we will process the full cost of the term (£131.27) onto your account. If you are successful in getting Free College Meals or a Bursary, we will inform you in October 2020 and credit your account accordingly –you will then need to pay the balance by 31st December 2020.

If Account Is In Credit

If you have a credit balance on your account at the end of the Academic Year, we will either refund it in full over the summer holidays or give you the option to carry it forward to the next year.

How to Pay

You can pay online via our [Eduspot.co.uk](https://www.eduspot.co.uk) facility. This will allow you to experience a streamlined, cost-effective and efficient payment collection system in a secure and safe environment. We will also communicate with you by text or e-mail using the School Money facility.

With School Money you can pay in whatever pattern you like- we only need you to clear your balance by each of the instalment dates (above).

Over the next few weeks we will issue you with a password to access [Eduspot.co.uk](https://www.eduspot.co.uk) (by text and e-mail) if you are new to the system. Returning students will receive a password reminder in September if required. You can access the package using your email address and mobile number, along with the student's first name and the password provided to you. If we do not have an e-

mail address for you, the school money system will ask you to provide one on your first login.

Thank you for your continued support. If you have any queries, please do not hesitate to call the Admissions Team on 0121 428 5015 or the Finance Office on 0121 428 5033.

With best wishes

Robert Semple