

For College use only

Date Stamp:

Apr 17, 2024



Coleg Gŵyr Abertawe
Gower College Swansea



UNDEB EWROPEAIDD
EUROPEAN UNION



Llywodraeth Cymru
Welsh Government

Cronfa Gymdeithasol Ewrop
European Social Fund

Financial Contingency Fund Application Form

September 2024 - June 2025

You need to apply for FCF for each academic year. Your FCF application is means tested on household income which must be less than £21,000 per year for students to qualify. The fund opens on 3 June 2024 and is allocated on a first come first served basis.

If you need help completing this form ask a Student Funding Advisor.

Section A: Residential status

Asylum seekers are not eligible to apply for this fund. Please answer all questions.

You need to **answer Yes** to one of the four questions below to be eligible to apply for this fund.

1. Have you been a resident in the UK, Switzerland, the EU/EEA for three years prior to the first day of your course?

Yes No If yes are you a: UK National, Irish Citizen or the family member of a UK National

Other : _____

If you answered Yes, please go to question 5.

2. Have you been granted Indefinite Leave to Remain / Humanitarian Protection? Yes No N/A

If yes please state your country of origin _____

and your date of entry to the UK, Switzerland or the EU/EEA*:

D	D	M	M	Y	Y	Y	Y
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***You will need to provide us with your passport (which has been stamped by Immigration) and/or your Home Office documents.**

3. Are you an EU student who received FCF funding in the last academic year? Yes No

4. Are you an EU student granted Settled or Pre-settled Status under the EU Settlement Scheme? Yes No

If yes you must give details: Settled Status Pre-settled Status expiry date:

D	D	M	M	Y	Y	Y	Y
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Home Office Share Code** _____

****This is required before we are able to process your application.**

Section B: Student details

Please tick all relevant boxes.

5. Mr Miss Mrs Other _____

Home Tel: _____

Surname: _____

Mobile No.: _____

Forenames: _____

House number and street: _____

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Student ID (if known): _____

Town or city: _____

Postcode: _____

Section C: **Your course details** Please tick all relevant boxes.

6. What is your main area(s) of study?

Course _____ Level _____

Full Time Part Time*

*You need to be studying at least one course that is over 275 hours to be eligible for funding.

Campus: Gorseinon Tycoch Llwyn y Bryn Jubilee Court Kingsway

Section D: **Your request for FCF support** Please tick all relevant boxes.

7. The FCF can contribute to any kit essential for your course. It can also cover a DBS check (if required by your course), a bus pass and contribute to childcare costs. **You cannot claim for the registration fee.**

The fund is allocated on a first come first served basis.

Do you require a bus pass? Yes No

If you have a child/children, do you require help towards funding childcare while you are studying in College?*

Yes No If yes provide the following information along with a copy of each child's birth certificate:

Child's name: _____ Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Child's name: _____ Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Child's name: _____ Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

***You also need to complete an additional childcare agreement form available from Student Services.**

Section E: **Household details and evidence required**

8. The FCF is means tested on household income. The household income must be **less than £21,000 per year** for students to qualify. Please enter the details of all household members, their occupation and relationship to you.

Name	Occupation	Relationship to Student

You must supply the original evidence below so we can assess the household income.

Source of Income	Evidence Required
Income Support (IS) or Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) or Universal Credit	Two months' recent bank statements and relevant benefit letter showing name, address and amount of benefit received.
Proof of Earnings	Two months' recent bank statements and last two months' wage slips, Tax Credit Award Notice TC602 (TCAN) or Universal Credit letter showing breakdown of payments.
Pension	Two months' recent bank statements and letter confirming pension amount.
Self Employed or Private Business	Two months' recent bank statements, Certified Annual Accounts, Self-Assessment Tax Return, Tax Credit Award Notice TC602 (TCAN) 2023/2024 or Universal Credit letter showing breakdown of payments.

Section F: Declaration

I declare that the information provided on this application form is true.

I understand that giving false information, or failing to disclose all relevant information, may lead to rejection of my application for Financial Contingency Fund (FCF) support, and that I may be subject to disciplinary or legal action by Gower College Swansea and my funding withdrawn.

I agree to give Gower College Swansea any additional information to enable the College to process my application.

I will inform the Student Funding Team immediately should there be any change to my financial circumstances, address, or status as a student.

In the event of my attendance falling below 80%, failing to meet course deadlines, failing to attend examinations, or withdrawing from the programme of study named on this form, I understand that FCF payments may be withheld, I may be subject to reassessment or required to repay all or part of my award.

In the event that I receive FCF support on an interim basis (after I have applied for but before I have received EMA or WGLG funding), I understand that I may be required to repay all or part of my FCF award after I receive EMA or WGLG funding.

You must return all books, items of equipment and bus passes that have been funded via the Financial Contingency Fund, before you leave college. Failure to do this may result in any future applications to the College being refused.

If Gower College Swansea gives me support to which I am not entitled, I will repay any overpayment.

In accordance with the Data Protection Act 1998, when signing this form I give permission for Gower College Swansea to release my information to DFES, and other third parties where necessary.

Student Signature: _____ **Date:**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Plus the signature of a parent, guardian or carer if you are under 18 on the 01/09/2024

Signed: _____ **Date:**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Section G: Return this form

For students studying at Tycoch, Llwyn y Bryn, Kingsway or Jubilee Court please return this application form to:

fcfapplicationstyc@gcs.ac.uk

or

**Gower College Swansea
Tycoch Road
Swansea
SA2 9EB**

For students studying at Gorseinon please return this application form to:

fcfapplicationsgors@gcs.ac.uk

or

**Gower College Swansea
Belgrave Road
Gorseinon
SA4 6RD**

Data Protection:

Gower College Swansea collects information about all of our students for various administration, academic and health and safety reasons. Our use of information is controlled by the Data Protection Act 1998.

Information you provide on this application form will be passed to DFES Department for Education and Skills, which is registered under the Data Protection Act 1998.

The registration is primarily for the collection and analysis of statistical data but it also allows the Council to share information with other organisations for the purpose of detecting fraud.

Further information about the use of data is available from the Gower College Swansea Management Information Unit.



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Gower College Swansea



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Date Enrolment verified Proof of income FCF criteria met

Approval:	Amount	Signature	Date
Student Funding Advisor	£		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
FCF Finance Officer	£		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Learner Services Manager	£		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Panel Decision	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Financial Contingency Fund (FCF)



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The FCF is a hardship fund open to all full time students where the household income is less than £21,000 (gross income). Funds are allocated on a first come, first served basis. You will need to provide proof of household income and, if applicable, proof of your residential status. The fund opens on the 3 June and we can accept online or postal applications. Alternatively you can apply in person with a Student Funding Advisor at the College.

If you are a returning student and received FCF funding last year, please be aware FCF is a yearly grant and you must complete a new application form to reapply for funding.

Step by step guide:

Section A: Residential status

Please tick the relevant box that applies to your status. If you have ticked yes to Question 2, for online applications you will need to attach a picture of your passport along with the application form.

Section B: Student details

Please ensure you tick all relevant boxes, you won't have a Student ID yet if you are a new student.

Section C: Your course details

Under the main area(s) of study, please list the AS or A Level subjects you are studying or the name of your vocational course.

Tick if you are a full or part time student and at which campus you will be studying.

Section D: Your request for FCF support

Please tick Yes or No if you require a bus pass to travel to College.

Only complete Question 7 if you need help towards childcare costs. One of our Student Funding Advisors will contact you for additional information and you will also be asked to complete a Childcare Agreement Form. You will need to provide copies of your children's birth certificates.

Section E: Household details and evidence required

Question 8: please enter details of all household members and their relationship to you. We will not include any income, benefits or pension from siblings or grandparents unless the student is financially dependent on them.

If applying on line, we will accept copies or screen prints which must be sent with your online application.

Check the table of evidence required against your source of income and ensure you attach copies of everything we ask for.

If you are in receipt of Universal Credit we will need to see a breakdown showing the different elements you receive.

Section F: Declaration

If you are applying on line, type in the student and parent names against the signatures and date the form. Otherwise, please sign and date the declaration.

Section G: Return this form

To prevent any delay in processing your application, please check you have completed all sections of the form and attached the relevant household income needed.

For students studying at Tycoch, Llwyn y Bryn, Kingsway Centre or Jubilee Court please email this application form to:

fcfapplicationstyc@gcs.ac.uk or

Gower College Swansea
Tycoch Road
Swansea
SA2 9EB

For students studying at Gorseinon please return this application form with financial evidence to:

fcfapplicationsgors@gcs.ac.uk or

Gower College Swansea
Belgrave Road
Gorseinon
SA4 6RD

If your application meets the eligibility criteria, you will be given an FCF allocation letter that needs to be brought to your enrolment interview.



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Financial Contingency Fund Privacy Notice

When you apply for help from the Financial Contingency Fund we need some information from you. This Privacy Notice tells you what we need to collect, why we need it, who we share it with, how long we keep it for and your rights. A fuller version of this notice is available here: www.gcs.ac.uk

We are a College and as part of our legal responsibilities we provide financial help to some students who need it.

We need to decide if you are eligible for this financial help and so we need your name, address and telephone number and some personal information like your residential status and some information about your household and family. We need the names and dates of birth of any children you may have, the names and occupations of other members of your household, and their relationship to you. We also need your student ID and details of your course and level of study.

We also need to see evidence of your household finances. We don't keep this evidence once we have seen it.

We may need to share some of the information you provide to us, with the Welsh Government and auditors for instance. If we share it with anyone else we will ensure, through agreement with them, that they keep it secure.

We use the information you provide to us in a number of ways related to administering the Financial Contingency Fund. The Welsh Government may use it for research purposes but you will not be identified in that research. The auditors will check that the Fund has been properly used. We will tell you if we make any changes to the way in which we use your information.

We have a responsibility to keep your data safe and secure and we need to keep it for six years after the end of the academic year in which we gave you financial help from the Fund.

You have rights in relation to the information you provide us. These include the right to access that information and correct it if it is wrong. You may, depending on the circumstances, and the information you have provided have the right to object to the processing, restrict it or have it erased.

You can complain to the Information Commissioner if you are unhappy about the way the College had processed your personal information. www.ICO.org.uk

You can contact the College Data Protection Officer about it. Dpo@gcs.ac.uk