



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government



COLEG Sir Benfro
Pembrokeshire COLLEGE

OFFICE USE ONLY

Date Received:

Freepost

Financial Contingency Fund (FCF) Application Form 2020/21

This application form is available in Welsh. Applications submitted in Welsh will be treated no less favourably than applications submitted in English.

FCF is means tested on household income which must be below £29,999 per year for you to qualify. If you are entitled to EMA (Education Maintenance Allowance) or WGLG (Welsh Government Learning Grant), you must apply for these funds before any award can be made from FCF. FCF is allocated on a first come first served basis.

Please read the accompanying notes before completing the application form.

If you have any queries or need help completing this form, please contact Student Finance on 01437 753134 or s.finance@pembrokeshire.ac.uk.

Return your application by email to s.finance@pembrokeshire.ac.uk or by post to Finance Office (G5.1), FREEPOST, Pembrokeshire College, Haverfordwest, Pembrokeshire, SA61 1ZZ

Section A: Student Details

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:	Student ID number:
Forename(s):	Surname:
Date of birth:	Age on 31 st August 2020:
Address:	
Town:	Home Tel:
County:	Mobile No:
Postcode:	

Section B: Residential Status

- Have you been a resident in the UK, EU/EEA or Switzerland for 3 years prior to the first day of your course?
Yes No *If the answer is no, you are not eligible to apply for FCF.*
- Please tick your residency status:

<input type="checkbox"/> UK Citizen	<input type="checkbox"/> European Union	<input type="checkbox"/> Settled status/Indefinite leave to enter or remain in the UK
<input type="checkbox"/> Refugee Status	<input type="checkbox"/> Discretionary Leave/Humanitarian Protection	

Section C: Course Details

What course will you be studying?

Course:	Full Time: <input type="checkbox"/>	Part Time: <input type="checkbox"/>
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Section D: Request for support

Please select which of the following you require support with:

- Course related costs** (*excludes enrolment/admin fee*)
- College bus pass** (*full time students aged 19 or over and all part time students will be charged for use of the bus*)
- Additional Learning Needs (ALN) transport**
- Additional transport** (please complete Section E)
- Childcare** (please complete Section F)
- Free meals** (please complete Section G - *please note, free meals will normally be awarded to learners aged 16-18 who have already been in receipt of free school meals*)

Section E: Additional Transport

Please explain your reasons for being unable to use College transport and what support you require:

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Section F: Childcare

Child's Name	Date of Birth	Age on 1 st Sept 2020

- **Number of days' childcare assistance required:**
- Are you (or your partner) currently receiving the Childcare Element of Working Tax Credit or any other source of funding towards childcare? **Yes** **No**
- Will your child(ren) be attending the College's Bright Start Day Nursery? **Yes** **No**
(Please note, if you live within a 10-mile radius of Haverfordwest, you would normally be expected to place your child(ren) in Bright Start Day Nursery)

- If No, please provide the details of your registered childminder, nursery or after school club:

Name:	Telephone No:
Address:	
Registration Number:	Cost per day:

- Will your child(ren) be starting school during the academic year? **Yes** **No**
(Children are eligible to start part time after 3rd birthday and full time after 4th birthday)
 - If Yes, please state whether your child(ren) will be full time or part time and the date they will start school:
Full Time **Part Time** **Date they will start school:**

Section G: Free meals

Did you receive free meals in school and wish to continue with this support? **Yes** **No**

If you answered No and you wish to apply for this support, is your total household income below £16,190?

- Yes** – please provide evidence as outlined in Section I
- No** – you are not eligible for free meals, however, if there are other special circumstances that will help assess your application, please complete Section I.

Section H: Payment Details

If your application is successful, any payments will be paid directly to you by BACS. Please provide details below of the account into which you would like to receive these payments:

Bank/Building Society:	Branch:
Sort Code: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> - <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> - <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Account Number: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Roll No. (if applicable):	Name in which account is held:

Section I: Household Income and Evidence Required

Please only complete this section if:

- You are not eligible for EMA or WGLG, **and/or**
- You have requested free meals, but have not previously received free school meals

Please state the name and relationship to you of all household members.

Name	Age	Relationship to you

Please indicate which of the following income your household receives:

- | | |
|---|--|
| <input type="checkbox"/> Wages/Self Employment | <input type="checkbox"/> Universal Credit |
| <input type="checkbox"/> Working Tax Credit | <input type="checkbox"/> Personal Independence Payment (PIP) |
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Carer's Allowance |
| <input type="checkbox"/> Jobseeker's Allowance (JSA) | <input type="checkbox"/> Pension |
| <input type="checkbox"/> Employment Support Allowance (ESA) | <input type="checkbox"/> Other (please specify) <input type="text"/> |

Please supply the evidence below in order for your household income to be assessed.

Source of Income	Evidence required (<i>Please do not send original documents – photocopies are accepted</i>)
Wages and Tax Credits	Tax Credit Award Notice TC602 (TCAN) showing total income for 2019/20 or P60 for 2019/20 plus two months' recent bank statements*
Self-Employment	Tax Credit Award Notice TC602 (TCAN) 2019/20 or SA302 form/letter from Accountant showing total income for 2019/20 plus two months' recent bank statements*
All benefits	Tax Credit Award Notice TC602 (TCAN) 2019/20 or two months' recent bank statements*

* Bank statements must be recent and show two full consecutive months transactions for all accounts held

Section J: Declaration

- I declare that all the information given on this form is correct. I understand that giving false information, or failing to disclose all relevant information may lead to rejection or withdrawal of my application and will result in disciplinary action by the College.
- I will notify the Finance Office of any changes in my circumstances immediately and acknowledge that this may lead to a reassessment of my award.
- I understand that this application will not be considered until all necessary supporting documentation has been received.
- In the event of my attendance falling below 100%, failing to meet course deadlines or failing to attend exams, FCF payments may be withheld.
- I understand if I receive an Award and leave before I have completed my course, I may be required to repay all or part of my Award.

Pembrokeshire College is registered under the Data Protection Act 2018 and complies with the EU General Data Protection Regulation. Data will only be gathered and used to process your FCF claim. See the back of your enrolment form for a full explanation of what we do with your data and your rights. This data will be retained for 7 years. The College **will not** discuss this application with any person other than you (the applicant) without your permission.

- The College may discuss your application with your parent/carer, please tick the box if you DO NOT agree to this
- The College may send text/email messages to you with regards to the status of your application, please tick the box if you DO NOT agree to this

N.B The guidelines provided may be subject to change upon publication of Welsh Government Guidance for FCF allocations for 2020/21.

Student Signature:	<input type="text"/>	Date:	<input type="text"/>
Parent/Carer Signature: (if student is under 18)	<input type="text"/>	Date:	<input type="text"/>

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Enrolled

EMA/WGLG approved

FCF criteria met

Application complete

Click or tap to enter a date.

Request for Support	Cost	Additional Award	Authorised	Date
Books				
Equipment				
Workshop fee/Gym pass				
DBS				
Free meals				
Educational Visits				
College Bus Pass				
ALN Transport				
Additional Transport				
Childcare				
<i>Other:</i>				
<i>Other:</i>				
TOTAL (initial award)		Notes/Comments		
Chairs Action <input type="checkbox"/> Panel <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Signed: _____ Date: _____				

BluQube Account Details	
Account Code:	
Entered by:	
Checked by:	
Date:	

Financial Contingency Fund (FCF) Application Guidance Notes 2020/21

You will need to complete an application form for each year of study. If you have received support previously, it does not guarantee support in subsequent years.

Monies allocated to the fund are limited and early application is advised. Applications are processed on a first come first served basis and are assessed on individual need and financial circumstances. Should any of your circumstances change you must notify the Student Finance team immediately.

These guidelines may be subject to change upon publication of Welsh Government Guidance for FCF allocations for 2020/21.

You are able to apply to the Financial Contingency Fund (FCF) if:

- You are aged 16 or over on 31st August 2020
- You are enrolled on a full time or part time further education course
- You are ordinarily resident in the UK, EU/EEA or Switzerland and have been for at least three years immediately prior to starting the course for purposes other than receiving full time education

Please note: If you are entitled to apply for EMA or WGLG, you must have applied for these funds before any award can be made for FCF. If you are in receipt of WGLG, you will normally only be eligible for funding towards childcare or transport costs from the Financial Contingency Fund (please see further information overleaf).

Completing the application

- Please complete ALL details in each section where applicable.
- Provide the full name and level of your course to allow us to assess whether you are eligible for support towards the cost of essential course books, equipment, workshop fees or DBS.
- If your application is successful, payments will be paid directly to you by BACS. Please provide your full account details, if your details change please let us know.
- Section I only needs to be completed if you are not eligible for EMA/WGLG, and/or you have requested free meals but have not previously received free school meals. Please ensure all household members are listed and supporting documentation is provided as requested.
- Please ensure you read the declaration and data protection statement, and sign and date the application form. If you are under the age of 18, both yourself and your parent/carer are required to sign your application.

Request for support

The fund is a discretionary award that enables the College to assist you with a possible **contribution** towards the following course related costs for your main programme of study. Please be aware in some cases you may be required to make a contribution.

- **Books, kit, uniform, equipment, workshop fees or DBS**
If your course requires you to purchase or pay for any of the above, you may be eligible to receive financial support towards the cost. This applies to essential costs only as defined by the course department. Please note, if it is necessary to purchase essential equipment before you receive an award, **please retain your receipts.**
- **Transport**
If you are aged 16-18 and enrolled on a full-time course, use of the College bus is free. If you are aged 19 or over or enrolled on a part time course, there is a charge for use of the College bus. You can apply for financial support towards the cost. If successful, FCF will pay up to 75% of this cost.
If you require support towards transport other than the College bus, considerations will be made on an individual basis.
- **Additional Learning Needs (ALN) Transport**
If you are aged 19 or over and/or live within a 3-mile radius of the College, there is a charge for ALN transport. You can apply for financial support; however, you would normally be required to contribute towards the cost. Please contact Emma Jones, Learning Support and Equality Manager on 01437 753304 to discuss your transport requirements.

- **Childcare**

The Financial Contingency Fund will pay a daily contribution towards childcare costs, only if your child(ren) is with a registered childminder or nursery as listed with Pembrokeshire County Council.

The College has its own facilities – Bright Start Day Nursery, please call 01437 753153 for information or to book a place. *Please note, if you live within a 10-mile radius of Haverfordwest, you would normally be required to place your child(ren) with Bright Start Day Nursery.*

Payment of childcare is strictly dependent upon your attendance on your course. You may be required to contribute towards your childcare costs.

- **Free meals**

Free meals for use in the College refectory and Starbucks will be assessed on an individual basis and are subject to eligibility (normally only provided for students aged 16-18 who have already been in receipt of free school meals).

Further support towards examination fees, crisis/hardship payments and other course related costs such as work placement may also be available. Please note, FCF cannot help with course tuition fees.

What happens next?

Please send or hand in your completed application form and all supporting documentation to the Finance Office (Freepost address is on the application form).

If your award is over £450, your application will be considered by the Student Financial Support Panel, otherwise it is considered on an individual basis by the Finance Manager or Finance Officer.

You will receive a letter confirming whether your application has been successful with further details on how to claim any award made.

What if my application is unsuccessful?

You will receive a letter notifying you if your application is unsuccessful. If you would like to appeal, you may do so by putting your case in writing to the Finance Manager. Appeals should include your reasons for appeal and any additional evidence that you can provide.

Additional Financial Support Available

Subject to meeting the eligibility criteria, you may be entitled to apply for the following student financial support. Any award you receive will be considered when assessing your FCF application.

Educational Maintenance Allowance (EMA)

This fund is for full time students aged 16-18 who are studying in Further Education (Higher Education courses, Traineeship courses and Apprenticeships are not eligible). Eligibility depends upon household income as follows:

Household Income	Entitlement
Up to £20,817 per year (if you are the only young person studying in the household)	£30 per week
Up to £23,077 per year (if there are other young people in your household who qualify for Child Benefit)	£30 per week

More information can be found at www.studentfinancewales.co.uk

Welsh Government Learning Grant (WGLG)

This is a means tested grant for Further Education students aged 19 or above who normally reside in Wales. Eligibility is dependent upon household income and hours of study as follows:

Household Income	Entitlement	
	Studying part-time (between 275 and 499 hours)	Studying full-time (500 or more hours)
£0 - £6,120	£750	£1,500
£6,121 - £12,235	£450	£750
£12,236 - £18,370	£300	£450
£18,371 and above	£0	£0

More information can be found at www.studentfinancewales.co.uk