

For College use only

Date Stamp:

May 14, 2020



Coleg Gŵyr Abertawe
Gower College Swansea



Financial Contingency Fund Application Form

September 2020 - June 2021

You need to apply for FCF for each academic year. Your FCF application is means tested on household income which must be less than £20,000 per year for students to qualify. The fund opens on 1 June 2020 and is allocated on a first come first served basis.

If you need help completing this form ask a Student Services staff member.

Section A: **Residential Status** Please tick all relevant boxes.

Asylum seekers are not eligible to apply for this fund.

1. Have you been a resident in the UK, Switzerland, the EU/EEA 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 funding.

2. Have you been granted Indefinite Leave to Remain / Humanitarian Protection? Yes N/A

3. If you have ticked yes to question 2 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.**

Section B: **Student Details** Please tick all relevant boxes.

4. Mr Miss Mrs Ms Dr Other _____ Home Tel: _____

Surname: _____ Mobile No.: _____

Forenames: _____ Male Female

House number and street: _____ Date of birth:

D	D	M	M	Y	Y	Y	Y
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_____ Marital status: Single Married

Locality: _____ Living with partner

Town or city: _____ Student ID: _____

Postcode: _____

Section C: **Your Course Details** Please tick all relevant boxes.

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

Course _____ Level _____

Start date

D	D	M	M	Y	Y	Y	Y
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 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, Fforestfach Kingsway

Section D: **Your Request for FCF Support** Please tick all relevant boxes.

6. 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 course fees. 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 Nursery costs, 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	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
Child's name: _____	Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
Child's name: _____	Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
Child's name: _____	Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
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**

7. The FCF is means tested on household income. The household income must be **less than £20,000 per year** for students to qualify. Please enter the details of all household members, their occupation, age and relationship to you.

Name	Occupation	Age	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	Relevant benefit letter, showing name, address and amount of benefit received and 2 months' recent bank statements.*
Proof of Earnings	Last two months' wage slips, your Tax Credit Award Notice TC602 (TCAN) 2019/2020 or Universal Credit letter and two months' recent bank statements.*
Pension	Letter confirming pension amount and two months' recent bank statements.*
Self Employed or Private Business	Certified annual accounts or Tax Credit Award Notice TC602 (TCAN) 2019/2020 or Universal Credit letter or Self Assessment Tax return and two months' recent bank statements.*

Plus evidence of any other benefits or income received.

**Bank statements must be stamped by your bank if not original.*

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 Gower College Swansea 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
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Plus the signature of a parent, guardian or carer if you are under 18 on the 01/09/2020

Signed: _____ **Date:**

D	D	M	M	Y	Y	Y	Y
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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

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

FCFApplicationsGors@gcs.ac.uk

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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Date Enrolment verified Proof of income FCF criteria met

Approval:	Amount	Signature	Date
Student Funding Assistant	£		<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"/>



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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.gowercollegeswansea.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, your gender, marital 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