

For College use only

Date Stamp:

May 28, 2025



Coleg Gŵyr Abertawe
Gower College Swansea

Financial Contingency Fund Application Form

September 2025 - June 2026

Your FCF application is means-tested on household income which must be less than £23,400 per year for students to qualify. The fund opens on 2 June 2025. Please note, FCF awards are discretionary and not an entitlement. Funds are limited and no awards are guaranteed. Applications are processed in order of the date the applications are received.

If you need help please contact a Student Funding Advisor:

Tycoch/Llwyn y Bryn/Jubilee Court campuses 01792 284010 or Gorseinon Campus 01792 890774/01792 890758.

Section A: Eligibility - Residential status

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 6.

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*:

| | | | | | | | |
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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:

| | | | | | | | |
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Home Office Share Code** _____

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

5. Are you an Asylum Seeker (or a dependent) in receipt of support under any of the following Acts? Yes ☐ No ☐

The Immigration and Asylum Act 1999 | The Children Act 1989 | The National Assistance Act 1948

Section B: Student details Please tick all relevant boxes.

6. Mr ☐ Miss ☐ Mrs ☐ Other _____

Home Tel: _____

Surname: _____

Mobile No.: _____

Forenames: _____

House number and street: _____

Date of birth:

| | | | | | | | |
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|---|---|---|---|---|---|---|---|

Student ID: _____

Town or city: _____

Postcode: _____

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

7. 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.

8. 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 where applicable.

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 ☐

Would you like to have a consultation with a Student Funding Advisor with regard to financial support for any potential childcare costs while you are studying in College? Yes ☐ No ☐

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

9. The FCF is means tested on household income. The household income must be **less than £23,400 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 |
|--|---|
| Universal Credit breakdown or Income Support (IS) or Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) | 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, Universal Credit showing breakdown of payments or Tax Credit Award Notice (TCAN) 2024/25. |
| 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, Universal Credit letter showing breakdown of payments or Tax Credit Award Notice TC602 (TCAN) 2024/2025. |
| ASPEN Card | Card reference number and expiry date. |

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 FCF, 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:

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Plus the signature of a parent, guardian or carer if you are under 18 on the 01/09/2025

Signed: _____

Date:

| | | | | | | | |
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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

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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Date

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 Enrolment verified ☐ Proof of income ☐ FCF criteria met ☐

| Approval: | Amount | Signature | Date | | | | | | | | |
|--|--------|-----------|--|---|---|---|---|---|---|---|---|
| Student Funding Advisor | £ | | <table><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 | | | | |
| FCF Finance Officer | £ | | <table><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 | | | | |
| Learner Services Manager | £ | | <table><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 | | | | |
| Panel Decision | | | | | | | | | | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | | | <table><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 |
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Financial Contingency Fund (FCF)



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Gower College Swansea

The FCF is a hardship fund open to all full time students where the household income is less than £23,400 (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 2 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: Eligibility - 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.

Please tick Yes if you would like a Student Funding Advisor to contact you about childcare.

Section E: Household details and evidence required

Question 9: 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