



Supporting our learners

Financial Contingency Fund (FCF)

Application guidance notes 2019/20

Before completing your FCF application form it is important that you read these guidance notes and use them to complete the application form. If you do not understand anything, or have difficulty in completing your application our Learner Services team are available to help.

Return your completed application form to your campus Learner Services

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.

Applications are processed on a first come, first served basis. We advise you to submit your application at your earliest opportunity to ensure your funding is in place as early as possible.

All support is dependent on Welsh Government funding. Support is not guaranteed until you receive written notification from Coleg Gwent.

Am I eligible?

To receive financial support from the Financial Contingency Fund (FCF) you must:

- Have been awarded the Education Maintenance Allowance (EMA) or a Welsh Government Learning Grant (WGLG). You can submit your application for the FCF whilst awaiting your EMA or WGLG award notification. If you haven't applied for EMA or WGLG, application packs are available at your local campus, or you can download a pack at www.studentfinancewales.co.uk or call 0300 200 4050
- Be aged 16 or over on 31st August 2019 and enrolled on a full time, further education course; or a part-time course if you are identified as being in care or a care leaver
- Have a 90% attendance record and adhere to the college's Code of Conduct
- Be a UK national, or have been resident in the UK for the last three years and are not subject to restrictions on your stay under Immigration Law.

If your circumstances change, for example your course, number of hours of study, childcare arrangements or personal circumstances, you must let us know.

Section A: What do you need financial support with?

Support is available for learners who are experiencing financial difficulty as a result of attending college. Support can be provided for the following:

- **Transport**
If you're aged 16 - 18 and live in Blaenau Gwent, Caerphilly, Newport or Torfaen you MUST apply to your local authority for a bus pass in the first instance. If you're aged 19 or over, live in Monmouthshire or you have been refused by your local authority you MUST complete a Coleg Gwent bus pass form at enrolment. If you are eligible, you pay a bus pass termly fee and travel for free during college hours. 16-18 year olds MUST apply for a My Travel Pass.
- **Equipment, kit, uniform or Personal Protective Equipment (PPE)**
If your course requires you to purchase essential equipment, kit, uniform or PPE, you can apply for financial support to receive a partial reimbursement of costs.
- **Disclosure and Barring Service Check (DBS)**
If your course requires a DBS check, you can apply for financial support to receive a partial reimbursement of costs.
- **Meal costs ***
If you're aged 16-18 and have an annual household income of £18,370 you can receive a daily meal voucher up to the value of £3.60 per day to use in the college canteens.

- **Childcare**

To receive financial support towards childcare costs you must complete a separate childcare FCF application form and have an annual household income of £25,000 or less. The FCF will pay up to 90% of your childcare costs for one child, and up to £45 per day.

***Provide your supporting documentation as stated under Section E.**

Section B: Personal details

Complete ALL details and confirm who you are living with. Please state if you have any children under the age of 16 who are financially dependent on you, or if you help care for a family member who is ill or disabled.

Provide the full name of your course, including level, to allow us to assess if you're eligible to receive a partial reimbursement towards the cost of essential equipment or DBS.

Section C: Learner payment details

Funding for certain grants will be paid by BACS. In order for us to pay grants directly to your bank account you **MUST** provide us with your full bank account details. Please ensure the details are correct and that the account is in your name or we will not be able to pay you. If your account details change please let us know.

Section D: Household details

Complete ALL details and confirm who you are living with. Please state if you have any children under the age of 16 who are financially dependent on you, or if you help care for a family member who is ill or disabled.

Section E: Household income

You need only complete Section E if you are applying for financial support towards the cost of **childcare** or **meals**.

The following supporting documentation must be provided for you and any other members of your household:

- Copies of your wages or salary payslips
- Employment Support Allowance
- Income Support
- Universal Credit
- Two consecutive bank statements dated in the last 6 months where payments for all the above are paid in
- Job Seekers Allowance
- Working Tax Credit and / or Child Tax Credit (TC602)
- Incapacity Benefit
- CSA / maintenance

Section F: Declaration and data protection

Read the declaration and data protection statement, sign and date the application form to show that you understand the declaration and provide your consent.

How will I find out if my application is successful?

All communication with you will be by email to your college email account. Funding isn't guaranteed until you receive confirmation from Coleg Gwent. FCF support is discretionary and not an entitlement, funds are limited and no awards are guaranteed. Allocations are also subject to any budgetary changes that Welsh Government may enforce.

Commitment to your course should not be based solely on receiving this support. If you leave college before the end of your course you may be asked to repay all, or part of your FCF award.

What if my application is unsuccessful?

We will send you notification to your college email account. If you want to make an appeal you have 14 days to do so from the date of the email.

Appeals should include your reasons for appeal, any additional evidence that you can provide and be sent to: Admissions Officer, Coleg Gwent, City of Newport Campus, Nash Road, Newport, NP19 4TS or emailed to fcf@coleggwent.ac.uk. We will let you know the outcome of your appeal within 14 days of receipt.