Financial Contingency Fund (FCF) Application Guidance Notes 2024/25

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 2024/25.

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

- You are aged 16 or over on 31st August 2024
- You are enrolled on a full time or part time further education course
- You are ordinarily resident in the UK, EEA, Switzerland and Gibraltar, and have been for at least three years immediately prior to starting the course for purposes other than receiving full time education (certain exceptions apply)

Please note, if you are eligible for EMA or WGLG, you must have applied for these funds before any award can be made from 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.

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.
- Household income only needs to be completed if you are not eligible for EMA/WGLG, and/or you have requested meal support 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.

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 and/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 items 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.

- **Assisted Transport**
  If you are aged 19 or over and/or live within a 3-mile radius of the College, there is a charge for assisted transport. You can apply for financial support however, you would normally be required to contribute towards the cost. Please contact the Inclusion department on 01437 753284 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.
  Payment of childcare is strictly dependent upon your attendance on your course. You may be required to contribute towards your childcare costs.

- **Meal costs**
  Meal support for use in the College refectory, Little Fresh and Starbucks will be assessed on an individual basis and is 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.

How will I find out if my application is successful?
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 Accounts and 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. Eligibility depends on household income as follows:

Household Income	Entitlement
Up to £20,817 per year (if you are the only young person studying in the household)	£40 per week
Up to £23,077 per year (if there are other young people in your household who qualify for Child Benefit)	£40 per week

Welsh Government Learning Grant (WGLG)
This grant is for Further Education students aged 19 or above. Eligibility is dependent on 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

Further information on both EMA and WGLG can be found at www.studentfinancewales.co.uk