

Financial Contingency Funds

Notes of Guidance - FCF 1

Page 1

- **Section 1**
To ensure your application is not delayed, please tick the relevant box.

- **Section 2 -Student details**
Student details are required in this section. Not parental details.

- **Section 3 –Residence Status**
Please confirm your residence status.

- **Section 4 – Household Details**
In this section, please list all members of your household and their relationship to you e.g. mother, father, brother, sister etc.

- **Section 5 – Course Details**
Please confirm the course you intend to study.

Page 2

- **Section 1 – Income** To qualify for help from the fund your household income must be £20,000 or less.
- **Subsidised Meals are available to students whose household income in £10,000 or less**

Please ensure you include all the required documents; failure to do so will mean a delay in assessing the application.

In this section please insert the amounts of all **Parental/Partner/Self monthly income** received in your household whether wages or benefits.

You will need to provide proof of all income.

1. If you or your parents/guardians are in employment, please provide 2 consecutive monthly or 4 consecutive weekly payslips. (Most recent payslips are required)
 2. If you or your parents/guardians are receiving benefits please provide either a letter from the DHSS or a photocopy of a recent bank statement clearly showing payments.
Please note proof of child benefit is not required unless requesting help with childcare costs.
 3. Self employed – please provide your parent’s/guardian’s most recent SA302, or TCAN form, or alternatively an accountant letter will be acceptable.
- **Section 2 – Bank Account (Student)**
Grants awarded may be paid by cheque and this section requires you to confirm whether you have a bank account.

 - **Section 3 – Other Grants**
Please confirm whether you have received help from the FCF fund before, or applied for any of the grants listed in this section that may be available to you from other sources.

Page 3

- This section is for you to give any further information that you feel may help us assess your form more accurately.
- Please ensure that both **you and a parent/guardian** sign the form before it is returned.
- Please return your completed form with proof of income to the Grants Section at the address detailed at the end of the application form.