



YMCA **Wales** Community College



Financial Contingency Fund (FCF) Policy





Purpose of FCF

The Financial Contingency Fund (FCF) is made available to YMCA Wales Community College (the College) via the Welsh Assembly Government (WAG) to provide financial help to learners whose access to or completion of further education (FE) might be affected by financial considerations or who, for whatever reason, including physical or other disabilities, face financial difficulties. The funds may be used to anticipate need as well as acting as a safety net.

FCF Eligible Learners

All home* learners aged 16 or over on full time and part time FE programmes of study.

(*to qualify as a “home learner”, a learner must meet the residence requirements. This usually means that they have been “ordinarily” resident in the UK for the three years before the course began)

High priority should be given to help learners who fall into the following groups:-

- 1) Learners from areas with a high level of social and economic deprivation.
- 2) Learners who need help with childcare costs, especially lone parents.
- 3) Learners who have been in care, on probation, or are otherwise to be considered at risk.
- 4) Learners on low income, including unemployed people receiving Job Seekers Allowance and those in receipt of means-tested state benefit such as Working Tax Credit.
- 5) Learners from low income families.

Categories of Support

Learners may receive financial support towards the following:

- assistance with disability costs
- examination / awarding body registration fees
- books / equipment that are essential for the learner to participate in course activities
- childcare
- transport

Publicity

The College will publicise the FCF in the tutor file and on the College's website. Course advertising material will also publicise the FCF.

Application

Learners wishing to access the FCF must complete the relevant application form FCFA – see Annex A.

Decision Making

Applications will be considered by at least 2 members of the Senior Management Team within five days of receipt.

Applications will be considered on a "first come first served" basis.

If the FCF is exhausted the College may, at its discretion, provide financial support from other available funding.

Awards will be made if the application shows that the learner will be unable to access or continue their chosen course of study without financial assistance.

The learner will be informed in writing of the decision within seven days of the receipt of the application.

The learner will be informed of the appeals procedure.

Appeals Procedure

If learners are dissatisfied with the outcome of their application they may appeal.

In the first instance the learner should write to the Head of College within 14 days of receiving the decision, requesting a review of their application. The application will be re-assessed and the learner will be notified of the outcome within 5 working days.

If the learner is still dissatisfied with the outcome he/she should apply in writing to the Governing Body stating the grounds for appeal.

The learner will be notified of the outcome of the appeal, which will be final, within 5 working days.

Management

The FCF will be managed by the Head of College who will report quarterly to

- a.** the Curriculum Quality Standards Committee on the use of the fund and on the income and expenditure related to the fund

The FCF account will be audited by the College's Auditors.

*Adopted March 2006
Amended May 2010
Review August 2011*