



Y Ganolfan  
Dysgu Cymraeg  
Genedlaethol —  
National Centre  
for Learning Welsh

# THE FINANCIAL CONTINGENCY FUND POLICY



Dysgu  
Learn



Llywodraeth Cymru  
Welsh Government

Version: April 2021

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## **Background**

The National Centre for Learning Welsh was established on 1 August 2016 with the aim of providing strategic guidance to the field of Learning Welsh. The Centre provides grants to providers to deliver Welsh lessons across the whole of Wales. The providers are:

<b>Provider</b>	<b>Area</b>
Learn Welsh Ceredigion-Powys-Carmarthenshire	Ceredigion, Powys and Carmarthenshire
Learn Welsh North West	Gwynedd, Anglesey, Conwy
Learn Welsh Cardiff	City of Cardiff
Learn Welsh Carmarthenshire	Carmarthenshire
Learn Welsh North East	Denbigh, Flintshire, Wrexham
Learn Welsh Gwent	Gwent
Learn Welsh Pembrokeshire	Pembrokeshire
Learn Welsh Swansea Bay Region	Swansea, Neath Port Talbot
Learn Welsh Glamorgan	Rhondda Cynon Taf, Merthyr Tydfil and Bridgend
Learn Welsh The Vale	Vale of Glamorgan
Learn Welsh Nant Gwrtheyrn	

## **Purpose**

The purpose of the The Financial Contingency Fund (Further Education) (Wales) Scheme 2020/21 is to provide financial support to those qualified students that might be prevented from accessing education by financial considerations, or who, for whatever reason, including a physical or other disability, face financial difficulties.

## **The Financial Contingency Fund (Further Education) (Wales) Scheme 2020/21**

The Fund will be used in accordance with the Regulations included in Appendix 1.

## **The Fund for Learning Welsh**

The value of the fund, which has been confirmed for the 2020/21 academic year, is £44,643.00. The National Centre for Learning Welsh will receive the money from the Welsh Government and the Centre will be responsible for administering the money to the learners. Money is allocated to the Centre every term in the following way:

Academic Year	Term	Total
2020/21	Term 1 (September 2020 – December 2020)	£17,857.20
2020/21	Term 2 (January 2021 – March 2021)	£13,392.90
2020/21	Term 3 (April 2021 – August 2021)	£13,392.90

Once the fund has come to an end, we will inform the Providers so that they are able to share the information with learners who are making enquiries.

## **The Role of the Providers**

The main role of the Providers will be to promote the Fund and to encourage learners to submit applications. Every Provider is expected to promote the Fund in order to ensure fairness so that Learners from across Wales are given the same opportunity to utilise it.

Providers will inform every Learner of the Fund when they register / enrol in order to ensure inclusion and fairness for anyone considering submitting an application.

This will be done in the following ways:

- Including information about the Fund in the prospectus.
- Including information about the Fund when marketing courses, especially when targeting specific groups that could take advantage of the Fund, e.g. disadvantaged areas.
- Ensure that every tutor receives information and understands the purpose of the Fund.
- Refer to the Fund during the induction period for every Learner and provide information about how to submit an application.
- If an application is not complete and does not include all of the necessary evidence and correct details, payment cannot be guaranteed in line with the timetable below.
- Ensure that learners are able to discuss their needs or receive advice about the Fund from a relevant member of staff.

The work will be supervised by the Systems Director / Deputy Chief Executive, who will be responsible for the accountability of the Fund on behalf of the Welsh Government.

If an application is not complete and does not include all of the necessary evidence and correct details, payment cannot be guaranteed in line with the timetable below.

Providers will ensure that a member of staff is available to advise and provide information to any learner that wishes to discuss the Fund or that needs assistance to submit an application.

An information leaflet and application form is provided in Appendix 2 and Appendix 3. Providers should use these only, and the Centre is only able to accept applications from learners who have submitted this form.

## **The Role of the Centre**

The National Centre for Learning Welsh will administer the Financial Contingency Fund on behalf of the Learning Welsh sector.

The National Centre for Learning Welsh will report regularly on the Fund's expenditure to the Welsh Government.

An audit of the expenditure will be included as part of the Centre's annual audit and will be included in the annual accounts.

Termly reports on the use of the Fund will be provided to the Providers in order to identify whether or not full use is being made of the Fund, or if there is any need for further promotion.

The Centre will hold regular discussions with the Providers about the use, or lack thereof, made by their learners of the Fund when assessing the number of applications received from every area.

## **Responsibilities**

The Centre's Executive Finance Officer will be responsible for receiving applications from learners and for coordinating the awarding process.

The Executive Finance Officer will be the main contact for Providers that have any enquiries about the Grant.

The work will be supervised by the Systems Director / Deputy Chief Executive, who will be responsible for the accountability of the Fund on behalf of the Welsh Government.

### **Application Timetable**

Applications will need to be submitted by the closing date, at the latest, and payments will be processed in accordance with guidance.

If an application is not complete and does not include all of the necessary evidence and correct details, payment cannot be guaranteed.

Academic Year	Claim for the Period	Closing Date for Applications
2020/21	Term 1 (September 2020 – December 2020)	08.01.2021
2020/21	Term 2 (January 2021 – March 2021)	22.03.2021
2020/21	Term 3 (April 2021 – August 2021)	16.07.2021
2020/21	Summer Schools Only (July 2021 – August 2021)	27.08.2021

Please note that only applications for Summer Schools should be sent at the end of August. If an application is received for term-time lessons, the fund will not be able to repay the costs.

### **Awarding the Payments – Scoring Matrix**

The Centre will adhere to a structure of assessing every application impartially and consistently across Wales. To this end, every application will be assessed against the scoring matrix.

The matrix will score against the type of support applied for, as well as the specific circumstances of the individuals.

Every application must meet the minimum basic requirements.

The Executive Finance Officer will be responsible for the initial assessment against the matrix scores, and will present the score and the recommendation to award money to the individual to the Systems Director / Deputy Chief Executive, who will approve the awards.

There is no guarantee that learners will receive the entire amount that they have noted in their applications. The decision about the total amount of the payment will be made by the Systems Director / Deputy Chief Executive in accordance with the following guidelines:

Application for an amount up to (and including) £50 (in a term)	Full Payment
Application for an amount that exceeds £50 (in a term)	Part or full payment (dependent on the application)

### **Processing the Payments**

Payments are processed each term for learners, in accordance with the timetable noted in the Applications Timetable. The Centre will check with the Provider to ensure that the learner is continuing to attend lessons by providing a list of learners that receive funding each term. It is the provider's responsibility to inform the Centre if a learner decides to cease to attend the lessons.

## Qualified Learners

In order to qualify, individuals must confirm that they meet the following core requirements:

<b>Situation</b>	<b>Evidence</b>
That there is a possibility that access to education could be prevented for financial reasons, or that they face financial problems, for whatever reason, including physical or mental disability	Commitment on the application form
Is 16 years old, or older, on 1 September 2020	Commitment on the application form (date of birth)
Has been a resident in the UK or EU for at least 3 years	Commitment on the application form
Registered for a Learning Welsh course with one of the National Centre for Learning Welsh providers	Registration Number and Confirmation from the Provider / Tutor

Priority will be given to individuals in the following situations:

<b>Situation</b>	<b>Evidence</b>
Parent with childcare needs	Commitment on the application form
Single parent with childcare needs	Commitment on the application form
A carer; have been in care, on probation or are otherwise considered at risk	Commitment on the application form
On low income, including learners who do not qualify for income support, or students from low income families *	Commitment on the application form
Resident in an area with an overall ranking of 190 or less according to the 2014 Welsh Index of Multiple Deprivation	Post code check against the Government's WIMD 2014 – Executive Finance Officer to check
Face particular financial difficulties because their families will cease to receive the children element of Universal Credit as of the 1st September following their 19th birthday	Commitment on the application form

\*It is possible that the Centre will ask for evidence that you are on low income as a part of our audit process, however, there is no need to send the evidence as part of the claim. Learners must therefore ensure that they have evidence available if needed.

## Valid Costs

The Centre will consider applications for the following costs:

<b>Application</b>	<b>Description</b>	<b>Evidence</b>	<b>Maximum Award</b>
Childcare	Able to claim up to £5 an hour for up to 3.5 hours for the cost of childcare per lesson/session	Receipt from a registered carer (including their registration number). Details of number of lessons / sessions	£17.50 per child per lesson / session (3.5 hours x £5 an hour)
Examination Fee	Entry Level Examination Fee	Receipt from your provider confirming that you have paid (noting the total)	£20
Examination Fee	Foundation Level Examination Fee	Receipt from you provider confirming that you have paid (noting the total)	£22
Examination Fee	Intermediate Level Examination Fee	Receipt from you provider confirming that you have paid (noting the total)	£24
Examination Fee	Higher Level Examination Fee	Receipt from you provider confirming that you have paid (noting the total)	£32
Resources - Learning equipment / materials	, Essential resouces for the participation in class activites, such as books, digital devices, access to internet for virtual classes	Receipt(s) noting the item and costs	£200 in a 12-month period
Travel Costs - Car	£0.25 per mile to travel to a lesson / session (up to 60 miles per journey)	Fill in the travel costs form and include the dates and details of the journeys	£15 per journey (up to 60 miles x £0.25)
Travel Costs - Bus / Train	The cost of the journey to attend a lesson / session	Copies of the tickets	£15 per journey
Parking costs	Parking costs when attending a lesson / session	Copies of the parking tickets, including dates and totals	£5 per lesson / session
Disabilities	Up to £10 per lesson/ session to assits with additional costs due to disabilities	An official letter providing evidence	£10 per lesson / session

The Fund cannot be used to repay the following costs:

- Course Fees
- Fines
- Costs that have not yet been paid
- Deposits
- Costs not supported by the correct evidence (noted in the above table)

## **Assessing Applications**

The Centre will aim to assess and approve applications that are submitted regularly in order to ensure that the learners receive their awards and payments (if successful) without delay. The table below confirms the procedure that is followed:

	Step	Timetable	Responsibility
1	Learner to submit his / her application to the Centre	By the closing date for the term noted in the Application Timetable	The learner
2	Scoring the Application	Within 10 working days of the closing date	Executive Finance Officer
3	Approving the Application	Within 15 working days of the closing date	Systems Director / Deputy Chief Executive
4	Payment to the learner	Date noted in the Application Timetable	Executive Finance Officer
5	Feedback to unsuccessful learner	Within 20 working days of the closing date	Executive Finance Officer / Digital Content / Administrative Support Officer
6	Report on the awards	End of term	Executive Finance Officer

## **Appeal Process**

Learners can appeal against the decision in writing. Firstly, feedback is provided to them on the scoring matrix and the reason why they were not successful.

It is possible for learners to appeal the decisions by resubmitting their application, including additional information.

	Step	Timetable	Responsibility
1	Learner to submit his / her appeal to the Centre	Closing date is 15 working days after receiving unsuccessful feedback	The learner
2	Letter / e-mail of thanks for the application	Within 5 working days of the closing date	Digital Content / Administrative Support Officer
3	Re-scoring the Application	Within 10 working days of the closing date	Executive Finance Officer
4	Approving the Application	Within 15 working days of the closing date	Systems Director / Deputy Chief Executive
5	Payment to the learner	Within 20 working days of the closing date	Executive Finance Officer
6	Feedback to unsuccessful learner	Within 20 working days of the closing date	Executive Finance Officer
7	Report on the awards	Following payment	Executive Finance Officer

## **Further Appeals**

If the learner fails a second time, he/she is able to write formally to the Centre's Chief Executive noting the basis of his/her appeal. This should be done within 10 days of receiving the second unsuccessful adjudication. The Chief Executive's decision will be final.

	Step	Timetable	Responsibility
1	The learner to submit a further appeal to the Centre	Closing date is 10 working days after receiving the second unsuccessful feedback	The learner
2	Assessment	Within 5 working days of the closing date	Chief Executive
3	Notification on the final appeal's adjudication	Within 5 working days of the closing date	Chief Executive

**Appendix 1 - The Financial Contingency Fund (Further Education) (Wales) Scheme  
2020/21**

## **2021 (WG21 – 43)**

### **The Financial Contingency Fund (Further Education) (No.2) (Wales) Scheme 2020/2021**

#### **EXPLANATORY NOTE**

*(This note is not part of the Scheme)*

This Scheme allows the Welsh Ministers to provide funding to further education institutions and Y Ganolfan Dysgu Cymraeg Genedlaethol (formerly Welsh for Adults language centres) in Wales for the purpose of establishing discretionary funds to be used to provide emergency payments in respect of unexpected crises; and to provide financial help for those eligible students whose access to further education at a further education institution or Y Ganolfan Dysgu Cymraeg Genedlaethol might be inhibited by financial considerations, or who, for whatever reason, including physical or other disability face financial difficulties. It provides institutions and language centres with information regarding the purpose of the Scheme and the administrative arrangements of such funding, and imposes requirements in respect of those arrangements.

This Scheme comes into force on 1 September 2020 and applies in respect of the period beginning on 1 September 2020 and ending on 31 March 2021.

This Scheme was amended with effect from 1 April 2021 to allow it to continue to operate following the United Kingdom's withdrawal from the European Union and to extend the Scheme to 31 August 2021.

## **2021 (WG21 – 43)**

# **The Financial Contingency Fund (Further Education) (No.2) (Wales) Scheme 2020/2021**

## **PART 1 - GENERAL**

### **Title, commencement and application**

1. The title of this Scheme is the Financial Contingency Fund (Further Education) (No.2) (Wales) Scheme 2020/2021.

2. This Scheme comes into force on 1 September 2020 and applies in respect of the period beginning 1 September 2020 and ending on 31 August 2021. This Scheme applies in relation to Wales.

### **Interpretation**

3. In this Scheme—

“Institution” means an institution within the further education sector in Wales or Y Ganolfan Dysgu Cymraeg Genedlaethol which is in receipt of funding for the purposes of this Scheme from the Welsh Ministers.

### **Revision**

4. The Welsh Ministers may at any time revise, revoke or add to the provisions set out in this Scheme.

### **Financial advice**

5. The provision of financial advice to a student is a key part of ensuring the effective use of this Scheme.

## **PART 2 – PURPOSE OF SCHEME**

6. Funding allocated to an Institution for the purposes of this Scheme is to be used to provide financial help to those eligible students whose access to education might be inhibited by financial considerations, or who, for whatever reason, including physical or other disability, face financial difficulties.

## **Purposes for which payments may be used**

7. Payments made to students by virtue of this Scheme must only be used for the purposes specified in this Scheme.

## **Priority Groups**

8. Institutions must assess a student's application for funding in accordance with Part 5 (Determination of Payments) of this Scheme. When determining which individual students, from amongst those eligible, to support Institutions must give priority to students who fall into one or more of the priority groups set out in paragraph 9. The order in which priority groups are listed in paragraph 9 does not indicate an order of priority within the list.

9. The priority groups for support under this Scheme are eligible students who are:

(1) Students who need help with childcare costs, especially lone parents;

(2) Students who will reach the age of 20 before they complete their A levels or other FE courses and who face particular financial difficulties because their families will cease to receive child benefit and dependency additions in Social Security benefits or tax credits for these students as of their 20th birthday;

(3) Students who are carers (providing unpaid support to someone who could not manage without this help); have been in care, on probation or are otherwise considered at risk;

(4) Students on low income, including learners who do not qualify for income support, or students from low income families, including those families in receipt of Job Seekers allowance or means tested state benefits such as Working Tax Credit and those that have unwaged dependents;

(5) Students ordinarily resident in an area with an overall ranking of 190 or less according to the latest Welsh Index of Multiple Deprivation;<sup>(1)</sup>

(6) Students who face particular financial difficulties because their families will cease to receive the children element of universal credit as of the 1st September following their 19th birthday.

Institutions should note that if an eligible student falls within one or more of the priority groups listed above, that is not, of itself, a basis for making an award from the funding allocated for the purposes of this Scheme.

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(1) The latest Welsh Index of Multiple Deprivation was published on 1 May 2019, and will apply for the entire life of this scheme. (<http://wales.gov.uk/statistics-and-research/welsh-multiple-deprivation-indicator-data/>)

**10.** Institutions are required to have a written policy for the allocation of payments to eligible students under this Scheme. It must be published (together with the appeals procedure under paragraph 43) in such manner as an Institution considers appropriate, provided that it is accessible to its students and those who advise them. The policy must explain the Institution's operational arrangements for allocating such payments. The written policy and any materials or advertisements published in relation to this Scheme must refer to the Scheme as the "Financial Contingency Fund (Further Education) (Wales) Scheme 2020/21".

## PART 3 - ELIGIBILITY

### **Eligible students and courses**

**11.** Payments under this Scheme may only be made to eligible students.

**12.** An eligible student is a student who, in the opinion of the Institution: (a) falls within one of the categories set out in Part 2 of the Schedule to this Scheme; and (b) is a further education student who is aged 16 or over who is undertaking full or part-time courses at the Institution including Welsh for Adult courses.

**13.** An eligible student does not qualify for support under this Scheme, other than for support for tuition fees under paragraph 21 below, if the only paragraph in Part 2 of the Schedule into which the eligible student falls is paragraph 9.

**14.** Any description of person who would have been an eligible person under this Scheme before exit day is to be treated as an eligible person on or after exit day.

## PART 4 – TYPES OF PAYMENT

### **Grants**

**15.** Institutions may provide funding to eligible students in the form of grants.

### **Short-term loans**

**16.** Institutions may make payments to eligible students in the form of short-term loans. It is for the Institution to determine the amount of short-term loan to be awarded to an eligible student.

## **Bulk Purchase Arrangements**

17. Institutions may make bulk purchase arrangements with local transport companies and provide equipment or services at a lower cost for eligible students who would otherwise need support under this Scheme.

18. Funding under this Scheme may not be used to replace or subsidise existing bulk purchase arrangements financed by the Institution's own funds.

19. Where an Institution enters into a bulk purchase arrangement, a clear audit trail must be maintained which clearly identifies the student beneficiaries and the amount of funding allocated from this Scheme. The records must also demonstrate that the majority of students benefitting from the bulk purchasing arrangement are eligible students facing financial hardship and who, without such support, would have difficulty accessing their studies.

## **PART 5 – DETERMINATION OF PAYMENTS**

### **Applications for funding**

20. Applications for funding under this Scheme must be evaluated by Institutions on a case-by-case basis in accordance with their written policy for the allocation of funding, as referred to in paragraph 10. In each case, Institutions must assess a student's application on the basis of the evidence provided by that student and their individual circumstances. A student should be notified of whether their application for funding has been successful or not within four weeks of receipt of that application by the Institution.

### **Consideration of funding from other sources in assessing eligibility**

21. Institutions must take account of the student's financial circumstances and the availability of support from other sources such as the Education Maintenance Allowance, Welsh Government Learning Grant (Further Education) (Wales) Scheme 2020 or other equivalent government funded scheme, social security benefits and any relevant tax credits, payments through career development loans and similar schemes and support provided from the student's local authority.

### **Tuition fees and course related costs**

22. Funding under this Scheme must not be used to meet the cost of tuition fees for any eligible student, except in cases where a part-time eligible student undertakes a higher education taster module of

between 10% and less than 50% of a full-time higher education course. Institutions have discretion to provide funding under this Scheme to eligible students undertaking higher education taster modules, which are less than 10% of a full-time higher education course or less than 12 credits and otherwise fulfil the Institution's eligibility criteria for taster module support.

**23.** Funding under this Scheme may be used to help eligible students meet the costs of course related fees such as awarding body examination and registration fees, and items of equipment or materials essential for the eligible student to participate in course activities. Any such equipment or materials purchased by an Institution under this Scheme should usually remain the property of the Institution.

**24.** Institutions may also make payments to eligible students for the purpose of helping with other course related costs. Such costs include, but are not limited to, those related to childcare, travel, books and field trips.

**25.** Institutions may not make a payment to an eligible student in respect of fines and deposits.

#### **Costs arising from disabilities**

**26.** Institutions may make payments for the purpose of helping disabled eligible students and eligible students with disabled dependants. This includes, but is not limited to, payments in respect of reasonable costs associated with the disability. Where the Institution has made a purchase of equipment for a disabled eligible student under this Scheme, that equipment should remain the property of the Institution, unless that equipment is tailored to meet the individual needs of that student.

## **PART 6 – PROCESSES: INTERFACE BETWEEN WELSH MINISTERS AND INSTITUTIONS**

#### **Payment to Institutions**

**27.** In order to access funding for the purposes of this Scheme, an Institution must provide the Welsh Ministers with written confirmation that it accepts the terms and conditions of this Scheme, prior to receipt of funding.

**28.** The total amount of funding to be paid to an Institution will be the amount that has been allocated to that Institution by the Welsh Ministers.

**29.** The Welsh Ministers will provide the funding to Institutions in three instalments. The instalments will

be made in advance of each term in the ratio 40:30:30, but the Welsh Minister may decide to withhold in-year funding if an Institution has confirmed that it is holding sufficient funds to meet existing need.

### **Unspent funds**

**30.** At the end of the period to which this Scheme applies, Institutions may carry forward up to 20% of their total available funds under this Scheme without reference to the Welsh Ministers.

**31.** Any funds and interest carried forward in accordance with paragraph 30 may only be used in relation to a successor hardship scheme established by the Welsh Ministers.

**32.** The remainder of any unspent funds and interest held by an Institution in respect of this Scheme (over and above that calculated under paragraph 30 and which remains unspent as of 31 August 2021) must be returned to the Welsh Government not later than 30 November 2021.

**33.** For the purpose of paragraph 30, the 20% figure is to be calculated by reference to the sum of the 2020/21 allocation to the Institution, together with any funds previously carried forward by the Institution and any interest earned on that sum and funds.

### **Publicity and administrative costs**

**34.** Institutions may use 3% of their total funding allocation under this Scheme or £525, whichever is the greater, to ensure that the Scheme is effectively publicised and administered.

### **Accountability**

**35.** The Chief Executive Officer (or equivalent officer) of the Institution is responsible for -

(1) advising the Governing Body of the Institution of its responsibilities under this Scheme;

(2) ensuring that the uses to which the Institution puts its funding allocation are consistent with the purpose of this Scheme and the terms and conditions of this Scheme are complied with; and

(3) taking those measures which the Welsh Ministers may from time to time require to ensure that a system of financial controls and managements are in place to enable it to fulfil its financial obligations.

### **Provision of accounts and additional information**

**36.** Institutions are required to have regard to the advice in the document entitled 'Financial

Memorandum between the Welsh Government, further education institutions and higher education institutions providing further education' (Guidance document No: 160/2015 dated March 2015) or any such revised or successor Financial Memorandum that may be issued by the Welsh Ministers.

**37.** Institutions must follow the audit arrangements contained in the above Financial Memorandum.

**38.** Institutions must make information in respect of their audited accounts available to the Welsh Ministers upon their request.

**39.** Institutions must use the repayments made by students in respect of short term loans made under paragraph 15 of this Scheme for the purposes set out in this Scheme, or for further payments which must be documented in the same way as original payments.

## **PART 7 – PROCESSES: INTERFACE BETWEEN INSTITUTIONS AND STUDENTS**

### **Payments to students**

**40.** Institutions must deal with students' payments promptly bearing in mind the purpose of this Scheme and circumstances which give rise to financial hardship.

**41.** Institutions must not commit to any year on year awards to students.

**42.** Institutions may agree payments to eligible students under this Scheme in principle prior to the start of the eligible student's course, although actual payment cannot occur until the student has started the course.

**43.** Institutions may make payments to eligible students under this Scheme either in a lump sum or by instalments.

**44.** Institutions should have regard to any Code of Practice issued from time to time by the Equality and Human Rights Commission in respect of requirements imposed by Chapter 2 of Part 6 of the Equality Act 2010.

### **Payments to students in respect of equipment and materials**

**45.** An eligible student may make an application for funding in respect of essential equipment and/or materials they have purchased in order to participate in course related activities. If the student's application is successful, an Institution may reimburse the costs

incurred by the student in purchasing that equipment and/or materials in full or in part.

#### **Payments during periods where study is suspended**

**46.** An Institution may make payments under this Scheme to eligible students who have suspended their studies due to health, caring reasons, pregnancy, or for any other circumstances that the Institution deems appropriate, provided that the Institution is satisfied that the student has not withdrawn from or abandoned the course and that the student intends to return to the course.

#### **Appeals**

**47.** Institutions must have a published appeals procedure in place for cases where students have applied unsuccessfully for support under this Scheme. This procedure should be clear, and students must be informed of their right to appeal. Decisions on eligibility and awards rest with the Institutions responsible for administering this Scheme. It is for Institutions to consider each case and resolve appeals in accordance with their published procedure.

**48.** Institutions should consider including student representation in the decision making process.

Kirsty Williams  
Minister for Education, one of the Welsh Ministers

14/04/2021

# SCHEDULE

## Eligible Students

### PART 1

#### Interpretation

1.—(1) For the purposes of this Schedule—

“Directive 2004/38” (“*Cyfarwydddeb 2004/38*”) means Directive 2004/38/EC of the European Parliament and of the Council on the right of citizens of the Union and their family members to move and reside freely in the territory of the Member States;

“EEA EFTA separation agreement” (“*cytundeb gwahanu EFTA yr AEE*”) has the meaning given by section 39(1) of the European Union (Withdrawal Agreement) Act 2020;

“EEA frontier self-employed person” (“*person hunangyflogedig trawsffiniol AEE*”) means an EEA national who —

- (a) is a self-employed person in the United Kingdom; and
- (b) resides in Switzerland or the territory of an EEA State and returns to the national’s residence in Switzerland or that EEA State, as the case may be, daily or at least once a week;

“EEA frontier worker” (“*gweithiwr trawsffiniol AEE*”) means an EEA national who—

- (a) is a worker in the United Kingdom; and
- (b) resides in Switzerland or the territory of an EEA State and returns to the national’s residence in Switzerland or that EEA State, as the case may be, daily or at least once a week;

“EEA migrant worker” (“*gweithiwr mudol AEE*”) means an EEA national who is a worker, other than an EEA frontier worker, in the United Kingdom;

“EEA national” (“*gwladolyn AEE*”) means a national of an EEA State;

“EEA self-employed person” (“*person hunangyflogedig AEE*”) means an EEA national who is a self-employed person, other than an EEA frontier self-employed person, in the United Kingdom;

“EEA State” (“*gwladwriaeth AEE*”) means a Member State of the European Economic Area;

“employed person” (“*person cyflogedig*”) means an employed person within the meaning of Annex 1 to the Swiss Agreement;

“EU national” (“*gwladolyn UE*”) means a national of a Member State of the European Union;

“European Union” (“*yr Undeb Ewropeaidd*”) means the territory comprised by the Member States of the European Union as constituted from time to time;

“European Economic Area” (“*Ardal Economaidd Ewropeaidd*”) means the area comprised by the EEA States;

“family member” (“*aelod o deulu*”) means (unless otherwise indicated)—

- (a) in relation to an EEA frontier worker, an EEA migrant worker, an EEA frontier self-employed person or an EEA self-employed person—
  - (i) the person’s spouse or civil partner;
  - (ii) direct descendants of the person or of the person’s spouse or civil partner who are—
    - (aa) under the age of 21; or
    - (bb) dependants of the person or the person’s spouse or civil partner; or
  - (iii) dependent direct relatives in the ascending line of the person or that of the person’s spouse or civil partner;
- (b) in relation to a Swiss employed person, a Swiss frontier employed person, a Swiss frontier self-employed person or a Swiss self-employed person—
  - (i) the person’s spouse or civil partner; or
  - (ii) the person’s child or the child of the person’s spouse or civil partner;
- (c) in relation to an EU national who falls within Article 7(1)(c) of Directive 2004/38—
  - (i) the national’s spouse or civil partner; or
  - (ii) direct descendants of the national or of the national’s spouse or civil partner who are—
    - (aa) under the age of 21; or
    - (bb) dependants of the national or of the national’s spouse or civil partner;
- (d) in relation to an EU national who falls within Article 7(1)(b) of Directive 2004/38—
  - (i) the national’s spouse or civil partner;

- (ii) direct descendants of the national or of the national's spouse or civil partner who are—
    - (aa) under the age of 21; or
    - (bb) dependants of the national or of the national's spouse or civil partner; or
  - (iii) dependent direct relatives in the national's ascending line or that of the national's spouse or civil partner;
- (e) in relation to a United Kingdom national, for the purposes of paragraph 9—
- (i) the national's spouse or civil partner; or
  - (ii) direct descendants of the national or of the national's spouse or civil partner who are—
    - (aa) under the age of 21; or
    - (bb) dependants of the national or of the national's spouse or civil partner;

“Islands” (“*Ynysoedd*”) means the Channel Islands and the Isle of Man;

“immigration rules” (“*rheolau mewnfudo*”) means the rules laid before Parliament by the Secretary of State under section 3(2) of the Immigration Act 1971<sup>(1)</sup>;

“person granted stateless leave” (“*person y rhoddwyd caniatâd iddo aros fel person diwldladwriaeth*”) means a person who—

- (a) has extant leave to remain as a stateless person under the immigration rules (within the meaning given in section 33(1) of the Immigration Act 1971); and
- (b) has been ordinarily resident in the United Kingdom and Islands throughout the period since the person was granted such leave;

“person with leave to enter or remain” (“person sydd â chaniatâd i ddod i mewn neu i aros”) means a person (“A” in this definition)—

- (a) who has—
  - (i) applied for refugee status but has as a result of that application been informed in writing by a person acting under the authority of the Secretary of State for the Home Department that, although A is considered not to qualify for recognition as a refugee it is thought right to allow A to enter or remain in the United Kingdom on the grounds of humanitarian

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<sup>(1)</sup> 1971 c.77

- protection or discretionary leave<sup>(1)</sup> and who has been granted leave to enter or remain accordingly; or
- (ii) not applied for refugee status but has been informed in writing by a person acting under the authority of the Secretary of State for the Home Department that it is thought right to allow A to enter or remain in the United Kingdom on the grounds of discretionary leave, and who has been granted leave to enter or remain accordingly;
  - (iii) been granted leave to remain on the grounds of private life under the immigration rules;
  - (iv) been granted leave to remain on the grounds of family life under the immigration rules; or
  - (v) been informed in writing by a person acting under the authority of the Secretary of State for the Home Department, that although that person is not considered to qualify for leave to remain on the grounds of private or family life under the immigration rules<sup>(2)</sup>; that person has been granted leave to remain outside the rules on grounds of Article 8 of the European Convention on Human Rights;
- (b) whose period of leave to enter or remain has not expired or has been renewed and the period for which it was renewed has not expired or in respect of whose leave to enter or remain an appeal is pending (within the meaning of section 104 of the Nationality Immigration and Asylum Act 2002<sup>(3)</sup>); and
- (c) who has been ordinarily resident in the United Kingdom and Islands throughout the period since A was granted leave to enter or remain;
- “person with section 67 leave to remain” (“person sydd â chaniatâd i aros o dan adran 67”) means a person who—
- (a) has leave to remain in the United Kingdom under section 67 of the Immigration Act 2016 and in accordance with the immigration rules; and

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(1) Discretionary leave may be granted by the Secretary of State under section 3(1)(b) of the Immigration Act 1971.

(2) Paragraph 276BE(2) of the immigration rules refer.

(3) 2002 c. 41. Section 104 was amended by the Asylum and Immigration (Treatment of Claimants etc.) Act 2004 (c.19), Schedules 2 and 4; by the Immigration, Asylum and Nationality Act 2006 (c. 13), by the Transfer of Functions of the Asylum and Immigration Tribunal Order 2010 (S.I. 2010/21), Schedule 1, and the Immigration Act 2004 (c. 22).

- (b) has been ordinarily resident in the United Kingdom and Islands throughout the period since the person was granted such leave;

“refugee” (*“ffoadur”*) means a person who is recognised by Her Majesty’s government as a refugee within the meaning of the United Nations Convention relating to the Status of Refugees done at Geneva on 28 July 1951 as extended by the Protocol thereto which entered into force on 4 October 1967;

“residence scheme immigration rules” (*“rheolau mewnfudo’r cynllun preswyllo”*) has the meaning given by section 17(1) of the European Union (Withdrawal Agreement) Act 2020<sup>(1)</sup>;

“right of permanent residence” (*“hawl i breswyllo’n barhaol”*) means, in relation to a person (“A”), a right to reside in the United Kingdom permanently without restriction which arises under residence scheme immigration rules, but only where, had the facts pertaining to A’s right to reside fallen to be considered immediately before IP completion day, A would have acquired such right under Directive 2004/38 as it had effect immediately before IP completion day;

“self-employed person” (*“person hunangyflogedig”*) means—

- (a) in relation to an EEA national, a person who is self-employed within the meaning of Article 7 of Directive 2004/38 or the EEA Agreement, as the case may be; or
- (b) in relation to a Swiss national, a person who is a self-employed person within the meaning of Annex 1 to the Swiss Agreement;

“settled” (*“wedi setlo”*) has the meaning given by section 33(2A) of the Immigration Act 1971<sup>(2)</sup>;

“Swiss Agreement” (*“Cytundeb y Swistir”*) means the Agreement between the European Community and its Member States, of the one part, and the Swiss Confederation of the other, on the Free Movement of Persons signed at Luxembourg on 21 June 1999<sup>(3)</sup> and which came into force on 1 June 2002;

“Swiss citizens’ rights agreement” (*“cytundeb ar hawliau dinasyddion Swisaidd”*) has the meaning given by section 39(1) of the European Union (Withdrawal Agreement) Act 2020;

“Swiss employed person” (*“person cyflogedig Swisaidd”*) means a Swiss national who is an

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(1) c. 1.  
(2) 1971 c. 77; section 33(2A) was inserted by paragraph 7 of Schedule 4 to the British Nationality Act 1981 (c. 61).  
(3) Cm. 4904 and OJ No L114, 30.04.02, p.6 .

employed person, other than a Swiss frontier employed person, in the United Kingdom;

“Swiss frontier employed person” (*“person cyflogedig trawsffiniol Swisaidd”*) means a Swiss national who—

- (a) is an employed person in the United Kingdom; and
- (b) resides in Switzerland or in the territory of an EEA State and returns to the national’s residence in Switzerland or that EEA State, as the case may be, daily or at least once a week;

“Swiss frontier self-employed person” (*“person hunangyflogedig trawsffiniol Swisaidd”*) means a Swiss national who—

- (a) is a self-employed person in the United Kingdom; and
- (b) resides in Switzerland or in the territory of an EEA State, and returns to the national’s residence in Switzerland or that EEA State, as the case may be, daily or at least once a week;

“Swiss self-employed person” (*“person hunangyflogedig Swisaidd”*) means a Swiss national who is a self-employed person, other than a Swiss frontier self-employed person, in the United Kingdom;

“Turkish worker” (*“gweithiwr Twrcaidd”*) means a Turkish national who—

- (a) is ordinarily resident in the United Kingdom and Islands; and
- (b) is, or has been, lawfully employed in the United Kingdom;

“worker” (*“gweithiwr”*) means a worker within the meaning of Article 7 of Directive 2004/38 or the EEA Agreement, as the case may be;

(2) For the purposes of this Schedule, “parent” includes a guardian, any other person having parental responsibility for a child and any person having care of a child and “child” is to be construed accordingly.

(3) For the purposes of this Schedule, a person (“A” in this sub-paragraph) is to be treated as ordinarily resident in Wales, the United Kingdom and Islands or in the territory comprising the United Kingdom, Gibraltar, the European Economic Area, Switzerland and Turkey if A would have been so resident but for the fact that—

- (a) A;
- (b) A’s spouse or civil partner;
- (c) A’s parent; or
- (d) in the case of a dependent direct relative in the ascending line, A’s child or child’s spouse or civil partner,

is or was temporarily employed outside Wales, the United Kingdom and Islands or the territory comprising the United Kingdom, Gibraltar, the European Economic Area, Switzerland and Turkey.

(4) For the purposes of sub-paragraph (3), temporary employment outside Wales, the United Kingdom and Islands or the territory comprising the United Kingdom, Gibraltar, the European Economic Area, Switzerland and Turkey includes—

- (a) in the case of members of the regular naval, military or air forces of the Crown, any period which they serve outside the United Kingdom as members of such forces; and
- (b) in the case of members of the regular armed forces of an EEA State or Switzerland, any period which they serve outside the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland as members of such forces; and
- (c) in the case of members of the regular armed forces of Turkey, any period which they serve outside of the territory comprising the United Kingdom, Gibraltar, the European Economic Area, Switzerland and Turkey as members of such forces.

(5) For the purposes of this Schedule an area other than the United Kingdom or Gibraltar which—

- (a) was previously not part of the European Union or the European Economic Area; but
- (b) at any time before or after this Scheme came into force has become part of one or other or both of these areas,

is to be considered to have always been a part of the European Economic Area.

## PART 2

### Categories

#### **Persons who are settled in the United Kingdom**

2.—(1) A person who on the first day of the first academic year of the course—

- (a) is settled in the United Kingdom other than by reason of having acquired the right of permanent residence;
- (b) is ordinarily resident in the United Kingdom;
- (c) has been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of the course; and

- (d) subject to sub-paragraph (2), whose residence in the United Kingdom and Islands has not during any part of the period referred to in paragraph (c) been wholly or mainly for the purpose of receiving full-time education.

(2) Paragraph (d) of sub-paragraph (1) does not apply to a person who is treated as being ordinarily resident in the United Kingdom and Islands in accordance with paragraph 1(3).

**3. A person who—**

- (a) either—
  - (i) is settled in the United Kingdom by virtue of having acquired the right of permanent residence; or
  - (ii) falls within Article 18(2) or (3) of the EU withdrawal agreement, Article 17(2) of (3) of the EEA EFTA separation agreement or Article 16(2) or (3) of the Swiss citizens' rights agreements, but only where that person would have acquired the right to reside permanently in the United Kingdom without restriction under Directive 2004/38 as it had effect immediately before IP completion day had the facts pertaining to that person's right to reside fallen to be considered immediately before IP completion day;
- (b) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course;
- (c) has been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of the course; and
- (d) in a case where the person's ordinary residence referred to in paragraph (c) was wholly or mainly for the purpose of receiving full-time education, was ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland immediately before the period of ordinary residence referred to in paragraph (c).

**Refugees and their family members**

**4.—(1) A person who—**

- (a) is a refugee;
- (b) is ordinarily resident in the United Kingdom and Islands and has not ceased to be so resident since the person was recognised as a refugee; and

- (c) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.
- (2) A person who—
- (a) is the spouse or civil partner of a refugee;
  - (b) was the spouse or civil partner of the refugee on the date on which the refugee made the application for asylum;
  - (c) is ordinarily resident in the United Kingdom and Islands and has not ceased to be so resident since being given leave to remain in the United Kingdom; and
  - (d) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.
- (3) A person who—
- (a) is the child of a refugee or the child of the spouse or civil partner of a refugee;
  - (b) on the date on which the refugee made the application for asylum, was the child of the refugee or the child of a person who was the spouse or civil partner of the refugee on that date;
  - (c) was under 18 on the date on which the refugee made the application for asylum;
  - (d) is ordinarily resident in the United Kingdom and Islands and has not ceased to be so resident since being given leave to remain in the United Kingdom; and
  - (e) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.

**Persons granted stateless leave and their family members**

5.—(1) A person granted stateless leave who is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.

- (2) A person—
- (a) who—
    - (i) is the spouse or civil partner of a person granted stateless leave; and
    - (ii) on the leave application date, was the spouse or civil partner of a person granted stateless leave;
  - (b) who is ordinarily resident in the United Kingdom on the first day of the first academic year of the course; and

(c) has been ordinarily resident in the United Kingdom and Islands since that person's spouse or civil partner was granted stateless leave.

(3) A person—

(a) who—

(i) is the child of a person granted stateless leave or the child of the spouse or civil partner of a person granted stateless leave; and

(ii) on the leave application date, was the child of a person granted stateless leave or the child of a person who, on the leave application date, was the spouse or civil partner of a person granted stateless leave;

(b) who was under 18 on the leave application date;

(c) who is ordinarily resident in the United Kingdom on the first day of the first academic year of the course; and

(d) has been ordinarily resident in the United Kingdom and Islands since that person's parent, or parent's spouse or civil partner, was granted stateless leave.

(4) In this paragraph, "leave application date" means the date on which a person granted stateless leave made an application to remain in the United Kingdom as a stateless person under the immigration rules.

### **Persons with leave to enter or remain and their family members**

6.—(1) A person—

(a) with leave to enter or remain; and

(b) who is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.

(2) A person—

(a) who is the spouse or civil partner of a person with leave to enter or remain;

(b) who was the spouse or civil partner of the person with leave to enter or remain on the leave application date; and

(c) who is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.

(3) A person—

(a) who is the child of a person with leave to enter or remain or the child of the spouse or civil

partner of a person with leave to enter or remain;

- (b) who, on the leave application date, was under 18 years old and was the child of the person with leave to enter or remain or the child of a person who was the spouse or civil partner of the person with leave to enter or remain on that date; and
- (c) who is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.

(4) In this paragraph, “leave application date” means the date on which the person with leave to enter or remain made the application that led to that person being granted leave to enter or remain in the United Kingdom.

### **Workers, employed persons, self-employed persons and their family members**

**7.**—(1) A person who—

- (a) is—
  - (i) an EEA migrant worker or an EEA self-employed person;
  - (ii) a Swiss employed person or a Swiss self-employed person;
  - (iii) a family member of a person mentioned in paragraph (i) or (ii);
  - (iv) an EEA frontier worker or an EEA frontier self-employed person;
  - (v) a Swiss frontier employed person or a Swiss frontier self-employed person; or
  - (vi) a family member of a person mentioned in paragraph (iv) or (v);
- (b) subject to sub-paragraph (2), is ordinarily resident in the United Kingdom on the first day of the first academic year of the course; and
- (c) has been ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland throughout the three-year period preceding the first day of the first academic year of the course.

(2) Paragraph (b) of sub-paragraph (1) does not apply where the person applying for support under this Scheme falls within paragraph (a)(iv), (v) or (vi) of sub-paragraph (1).

**8.**—(1) A person who—

- (a) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course;

- (b) has been ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland throughout the three-year period preceding the first day of the first academic year of the course; and
- (c) is entitled to support by virtue of Article 10 of Council Regulation (EU) No. 492/2011 on the freedom of movement of workers<sup>(1)</sup>.

(2) Any description of person who would have been eligible under this paragraph immediately before IP completion day is to be eligible on and after IP completion day.

**Persons who are settled in the United Kingdom and have exercised a right of residence elsewhere**

9.—(1) A person who—

- (a) is settled in the United Kingdom;
- (b) was ordinarily resident in the United Kingdom and settled in the United Kingdom immediately before leaving the United Kingdom and who has exercised a right of residence before IP completion day;
- (c) is ordinarily resident in the United Kingdom on the day on which the first term of the first academic year actually begins;
- (d) has been ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland throughout the three-year period preceding the first day of the first academic year of the course; and
- (e) in a case where the person's ordinary residence referred to in paragraph (d) was wholly or mainly for the purposes of receiving full time education, was ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland immediately before the period of ordinary residence referred to in paragraph (d).

(2) For the purposes of this paragraph, a person has exercised a right of residence if that person is a United Kingdom national, a family member of a United Kingdom national for the purposes of Article 7 of Directive 2004/38 (or corresponding purposes under the EEA Agreement or Swiss Agreement) or a person who had the right of permanent residence who in each case has exercised a right under Article 7 of Directive 2004/38 or any equivalent right under the EEA Agreement or Swiss Agreement in a state other than the United Kingdom or, in the case of a person who is

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(1) OJ No L141, 27.05.2011, p1.

settled in the United Kingdom and had the right of permanent residence, if that person has gone to the state within the territory comprising the European Economic Area and Switzerland of which that person is a national or of which the person in relation to whom that person is a family member is a national.

(3) For the purposes of this paragraph, a person had the right of permanent residence if they had a right which arose under Directive 2004/38 to reside permanently in the United Kingdom without restriction.

(4) Any description of person who would have been eligible under this paragraph immediately before IP completion day is to be eligible on and after IP completion day.

### **UK and EU nationals**

**10.**—(1) A person who on the first day of the first academic year of the course—

- (a) is either—
  - (i) an EU national;
  - (ii) a United Kingdom national who has exercised a right of residence; or
  - (iii) a family member of a person falling within sub-paragraph (i) or (ii);
- (b) has been ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland throughout the three-year period preceding the first day of the first academic year of the course; and
- (c) subject to sub-paragraph (2), whose ordinary residence in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland has not during any part of the period referred to in paragraph (b) been wholly or mainly for the purpose of receiving full-time education.

(2) Paragraph (c) of sub-paragraph (1) does not apply to a person who is treated as being ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland in accordance with paragraph 1(3).

(3) Where a state accedes to the European Union after the first day of the first academic year of the course and a person is a national of that state or the family member of a national of that state, the requirement in paragraph (a) of sub-paragraph (1) to be an EU national on the first day of the first academic year of the course is treated as being satisfied.

(4) Any description of person who would have been eligible under this paragraph immediately before IP

completion day is to be eligible on and after IP completion day.

**11.**—(1) A person who—

- (a) is an EU national other than a United Kingdom national on the first day of the first academic year of the course;
- (b) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course;
- (c) has been ordinarily resident in the United Kingdom and Islands throughout the three-year period immediately preceding the first day of the first academic year of the course; and
- (d) in a case where the person's ordinary residence referred to in paragraph (c) was wholly or mainly for the purpose of receiving full-time education, was ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland immediately before the period of ordinary residence referred to in paragraph (c).

(2) Where a state accedes to the European Union after the first day of the first academic year of the course and a person is a national of that state, the requirement in paragraph (a) of sub-paragraph (1) to be an EU national on the first day of the first academic year of the course is treated as being satisfied.

### **Children of Swiss nationals**

**12.**—(1) A person who—

- (a) is the child of a Swiss national who is entitled to support in the United Kingdom by virtue of Article 3(6) of Annex 1 to the Swiss Agreement;
- (b) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course;
- (c) has been ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland throughout the three-year period preceding the first day of the first academic year of the course; and
- (d) in a case where the person's ordinary residence referred to in paragraph (c) was wholly or mainly for the purpose of receiving full-time education, was ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area and Switzerland immediately prior to the period of ordinary residence referred to in paragraph (c).

(2) Any description of person who would have been eligible under this paragraph immediately before IP completion day is to be eligible on and after IP completion day.

### **Children of Turkish workers**

**13.** A person who—

- (a) is the child of a Turkish worker;
- (b) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course; and
- (c) has been ordinarily resident in the territory comprising the United Kingdom, Gibraltar, the European Economic Area, Switzerland and Turkey throughout the three-year period preceding the first day of the first academic year of the course.

### **Persons with section 67 leave to remain**

**14.—(1)** A person who—

- (a) has section 67 leave to remain; and
- (b) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course.

(2) A person who—

- (a) is the child of a person with section 67 leave;
- (b) was the dependent child of the person with section 67 leave on the leave application date;
- (c) is ordinarily resident in the United Kingdom on the first day of the first academic year of the course; and
- (d) has been ordinarily resident in the United Kingdom and Islands since the person's parent was granted section 67 leave.

(3) In this paragraph “leave application date” means the date on which the person with section 67 leave to remain made the application that led to that person being granted leave to remain in the United Kingdom.

## **Appendix 2 – Information Leaflet**

# Want financial support when learning?

Support is available through the Financial Contingency Fund.

To be eligible, you must confirm:

- ✓ You face financial hardship and that it would be difficult to access your studies without such support,
- ✓ You are enrolled on a Learn Welsh course with one of the Providers of the National Centre for Learning Welsh,
- ✓ You are aged 16 or over on 1 September 2020 and
- ✓ You are a resident of the UK or EU for at least 3 years.

It is possible to apply to pay for the following costs:

	Description	Evidence that needs to be included with the application	Maximum Award
Resources - Equipment / learning materials	Essential resources for participation in class activities, such as books, digital devices, internet access for virtual classes	Receipt(s) indicating the resource(s) and amounts	£200 in a 12 month period
Travel Costs - Mileage	£0.25 per mile can be claimed for the return journey to attend a lesson/session (up to 60 miles per lesson / session)	Complete the Travel Costs Form with journey dates and journey details	£15 per lesson / session (£0.25 x 60 miles)
Travel Costs -Bus / Train	Cost of a journey to attend a lesson / session	Copies of the parking tickets, which include the date and amounts	£15 per lesson / session
Parking Charges	Cost of Parking when attending a lesson / session	Copies of the parking tickets, which include the date and amounts	£5 per lesson / session
Examination Fee	Examination Fee	A receipt from your provider confirming that you have paid for an exam (indicating the amount)	Dependent on the exam (£20 - £32)
Childcare	Up to £5 per hour can be claimed for up to 3.5 hours for the cost of childcare per lesson / session	Receipt from registered carer (indicating their registered number). Details of the number of lessons / sessions.	£17.50 per child per lesson / session (3.5 hours x £5 per hour)
Disabilities	Up to £10 per lesson / session to help with additional costs due to disabilities	Official letter providing evidence	£10 per lesson / session

Please note that it is not possible to apply for the course fees

For more details, visit our website:

<https://learnwelsh.cymru/support/financial-support/>

**Appendix 3 - Ffurflen Gais / Claim Form**

# **Ffurflen Gais Cronfa Ariannol Wrth Gefn** **Financial Contingency Fund Claim Form**



Y Ganolfan  
Dysgu Cymraeg  
Genedlaethol —  
National Centre  
for Learning Welsh

<b>Gwybodaeth Dysgwr</b> <i>Learner Details</i>		
Enw Llawn	<i>Full Name</i>	
Cyfeiriad	<i>Address</i>	
Tref/Dinas	<i>Town/City</i>	
Sir	<i>County</i>	
Cod Post	<i>Post Code</i>	
Rhif Ffôn	<i>Phone Number</i>	
E-bost	<i>E-mail</i>	
Dyddiad Geni	<i>Date of Birth</i>	

<b>Manylion Banc</b> (ar gyfer y taliad) <i>Bank Details (to receive payment)</i>		
Enw'r Cyfrif	<i>Account Name</i>	
Cod Didoli	<i>Sort Code</i>	
Rhif Cyfrif	<i>Account Number</i>	
Enw'r Banc	<i>Bank Name</i>	

<b>Manylion Cwrs</b> <i>Course Details</i>		
Darparwr Cwrs	<i>Course Provider</i>	
Eich Rhif Cofrestru	<i>Your Registration Number</i>	
Cyfeirnod y Cwrs	<i>Course Reference Number</i>	
Tiwtor y Cwrs	<i>Course Tutor</i>	
Lleoliad y Cwrs	<i>Course Location</i>	

<b>Cyfnod y Cais</b> <i>Claim Period</i>	
Cais o <i>Claim start date</i>	Hyd at <i>Claim end date</i>
(xx/xx/xxxx)	(xx/xx/xxxx)

<b>Meini prawf cymhwysedd</b> <i>Eligibility criteria</i>	
Cadarnhaf fod y canlynol yn berthnasol i mi: (rhaid i chi gadarnhau pob datganiad i fod yn gymwys) <i>I confirm that the following apply to me: (you must confirm all statements to be eligible)</i>	
Rwyf yn wynebu caledi ariannol ac y byddai'n anodd cael mynediad i'r astudiaethau heb gymorth o'r fath <i>I am facing financial hardship and it would be difficult to access the studies without such support</i>	
Rwyf wedi cofrestru ar gwrs Dysgu Cymraeg gydag un o Ddarparwyr Y Ganolfan Dysgu Cymraeg Genedlaethol <i>I have registered for a learning Welsh course with one of the National Centre for Learning Welsh providers</i>	
Rwyf yn 16 mlwydd oed neu hŷn ar 1 Medi 2020 <i>I am 16 years old, or older, on 1 September 2020</i>	
Rwyf yn breswylwr yn y DU neu'r DE am o leiaf 3 blynedd <i>I am an UK or EU Resident for at least 3 years</i>	

Gwybodaeth bellach *Further information*

Ticiwch unrhyw flwch sy'n berthnasol i chi: *Please tick any box that applies to you:*

Rwyf wedi fy nghofrestru yn anabl  
*I am registered disabled*

Rwyf yn rhiant gydag anghenion gofal plant (plant o dan 18 mlwydd oed)  
*A parent with childcare needs (children under 18 years old)*

Rwyf yn rhiant sengl gydag anghenion gofal plant (plant o dan 18 mlwydd oed)  
*A single parent with childcare needs (children under 18 years old)*

Rwyf yn ofalwyr, wedi derbyn gofal, neu ar brawf, neu ddysgwyr yr ystyrir eu bod o dan risg am reswm arall  
*A carer; have been in care, on probation or are otherwise considered at risk*

Rwyf ar incwm isel (gall hyn gynnwys rhai ddim yn gymwys i gael cymhorthdal incwm neu ddysgwyr o deuluoedd ar incwm isel)  
*On low income, including learners who do not qualify for income support, or students from low income families*

Yn wynebu anawsterau ariannol penodol oherwydd na fydd y teulu yn derbyn elfen plant y credyd cynhwysol ar 1 Medi sy'n dilyn eu penblwydd yn 19  
*Facing particular financial difficulties because their families will cease to receive the children element of universal credit as of the 1st September following their 19th birthday*

Yn preswyllo mewn ardal â lefel gyffredinol o 190 neu is yn ôl rhestr sgorio WIMD y Llywodraeth (Defnydd Swyddfa yn unig)  
*Resident in an area with an overall ranking of 190 or less according to the latest Welsh Index of Multiple Deprivation (Office Use only)*

Rhowch unrhyw fanylion pellach i egluro unrhyw ateb uchod, ac/neu i gefnogi'ch cais ymhellach.

*Please provide any further details to clarify any of the above answers, and/or to further support your application.*



Crynodeb Cais (manylion i'w rhoi ar y ffurflen gostau ar dudalen 3) <i>Claim Summary (details to be provided on costs form on page 3)</i>	
Cyfanswm Hawliad Gofal Plant <i>Childcare Claim Amount</i>	£
Cyfanswm Hawliad Ffi Arholi <i>Exam Fee Claim Amount</i>	£
Cyfanswm Hawliad Adnoddau <i>Resources Claim Amount</i>	£
Cyfanswm Hawliad Anabledd <i>Disability Claim Amount</i>	£
Cyfanswm Hawliad Costau Teithio <i>Travelling Costs Claim Amount</i>	£
<b>Cyfanswm Cais (cydfynd a'r ffurflen gostau)</b> <i>Total Claim (balances to costs form)</i>	£

Datganiad Dysgwr <i>Learner Declaration</i>		
Cadarnhaf fod yr wybodaeth ar y ffurflen hon yn gywir a chyflawn a chytunaf y gall Y Ganolfan Dysgu Cymraeg Genedlaethol ofyn am wybodaeth bellach angenrheidiol mewn perthynas a'r cais.		
<i>I confirm that the information on this form is correct and complete, and that I understand that The National Centre for Learning Welsh can ask for additional information in relation to the claim.</i>		
Enw	<i>Name</i>	
Llofnod	<i>Signature</i>	
Dyddiad	<i>Date</i>	

Anfonwch at  
*Please send to*

[cyllid@dysgucymraeg.cymru](mailto:cyllid@dysgucymraeg.cymru)

*neu*  
*or*

Swyddog Gweithredol Cyllid, Y Ganolfan Dysgu Cymraeg Genedlaethol, Heol y Coleg, Caerfyrddin, SA31 3EP

**Am fwy o fanylion, ewch i'n gwefan:**

<https://dysgucymraeg.cymru/cymorth/cronfa-ariannol/>

***For more information, go to our website:***

<https://learnwelsh.cymru/support/financial-support/>