



Y Ganolfan  
Dysgu Cymraeg  
Genedlaethol —  
National Centre  
for Learning Welsh

# THE FINANCIAL CONTINGENCY FUND POLICY



Dysgu  
Learn



Llywodraeth Cymru  
Welsh Government

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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 2023/24 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.

## **Financial Contingency Fund Further Education 2023/24 Guidance**

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 2023/24 academic year, is £22,000. 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
2023/24	Term 1	£8,800
2023/24	Term 2	£6,600
2023/24	Term 3	£6,600

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 YGDCG Directors, 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 Swyddog Trefnidaeth 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 YGDCG Directors, 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
2023/24	Term 1 (September 2023 – December 2023)	01.01.2024
2023/24	Term 2 (January 2024 – March 2024)	01.04.2024
2023/24	Term 3 (April 2024 – July 2024)	26.07.2024

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 Swyddog Trefniadaeth and 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 YGDCG Directors, 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 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 31 August 2023	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 of 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 your provider confirming that you have paid (noting the total)	£22
Examination Fee	Intermediate Level Examination Fee	Receipt from your provider confirming that you have paid (noting the total)	£24
Examination Fee	Higher Level Examination Fee	Receipt from your provider confirming that you have paid (noting the total)	£32
Resources - Learning equipment / materials	Essential resources for the participation in class activities, 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 assist 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	Swyddog Trefniadaeth / Executive Finance Officer
3	Approving the Application	Within 15 working days of the closing date	YGDCG Director
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	Swyddog Trefniadaeth
6	Report on the awards	End of term	Swyddog Trefniadaeth / 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	Swydddog Trefniadaeth
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	YGDCG Director
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	Swydddog Trefniadaeth
7	Report on the awards	Following payment	Swydddog Trefniadaeth / 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 - Financial Contingency Fund Further Education 2023/24 Guidance**



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*Financial Contingency Fund*  
*Further Education Guidance*

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2023/24

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## **INTRODUCTION**

1. This document provides information on the purpose of the Financial Contingency Fund and the administrative arrangements for the funding and imposes requirements in respect of those arrangements. Further education institutions and Y Ganolfan Dysgu Cymraeg Genedlaethol must comply with the requirements set out in this document when setting their funding policies, assessing individual learner eligibility and need and making payments.
2. This document takes effect from 1 August 2023 and applies in respect of the period beginning on 1 August 2023 and ending on 31 July 2024.
3. In this document “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 the Financial Contingency Fund from the Welsh Ministers.
4. The Welsh Ministers may at any time revise, revoke or add to the arrangements set out in this document.

## **PURPOSE OF THE FUND**

5. The purpose of the Financial Contingency Fund is to provide financial help to those eligible learners whose access to further education might be inhibited by financial considerations, or who, for whatever reason, including physical or other disability, face financial difficulties.

## **PRIORITY GROUPS**

6. In determining which individual learners, from amongst those eligible, to support, the Minister expects Institutions to give priority for help to learners who fall into the following priority groups:
  - i learners who need help with childcare costs, especially lone parents;
  - ii learners who will reach the age of 20 before they complete their A levels or other FE programmes and who face particular financial difficulties because their families will cease to receive child benefit and dependency additions in Income Support (IS) or Universal Credit (UC) for these learners as of their 20<sup>th</sup> birthday;
  - iii learners who are carers (providing unpaid support to someone who could not manage without this help); looked after children; children who have been in care, on probation or are otherwise considered at risk;



- iv learners on low incomes, including learners who do not qualify for IS or UC, or learners from low income families, including those families in receipt of IS or UC and those that have unwaged dependents;
  - v learners 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>;
  - vi learners who face particular financial difficulties because their families will cease to receive the children element of universal credit as of the 1<sup>st</sup> of September following their 19th birthday.
7. Institutions are reminded that falling into a priority group is not in itself a basis for making an award from the Financial Contingency Fund.

## **ELIGIBLE LEARNERS AND PROGRAMMES**

8. Learners must meet the age and residency criteria which follow to be eligible for Financial Contingency Fund support. Payments under the Financial Contingency Fund may only be made to eligible learners.
9. A learner must be aged 16 or over on 31 August 2023 and undertaking a full or part-time programme at the Institution (including Welsh for Adults programmes) to be eligible for support in the 2023-24 academic year.
10. Learners must also meet the residency conditions in the **Learner Eligibility Guide** for post-16 funding. This document provides detailed guidance on the residence conditions which apply in determining an individual learner's eligibility for post-16 funding, and is reproduced for information at Annex A.

## **WHAT THE FINANCIAL CONTINGENCY FUND CAN BE USED FOR**

### **Grants and loans**

11. Institutions may provide funding to eligible students in the form of grants or short-term loans. It is for the Institution to determine the amount of grant or short-term loan to be awarded to an eligible student.

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

12. The Financial Contingency Fund must not be used to meet the cost of tuition fees for any eligible learner, except in cases where a part-time eligible student undertakes a higher education taster module of between 10% and 50% of a full-time higher education course. Institutions also have

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<sup>1</sup> The latest Welsh Index of Multiple Deprivation was published on 1 May 2019 and will apply from 1 September 2021 to 31 August 2022 ([Welsh Index of Multiple Deprivation | GOV.WALES](#))

discretion to provide funding to eligible learners 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.

13. Funding may be used to help eligible learners 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 learner to participate in course activities. Any such equipment or materials purchased by an Institution under the Financial Contingency Fund should usually remain the property of the Institution.
14. Institutions may also make payments to eligible learners 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.

### **Costs arising from disabilities**

15. Institutions may make payments for the purpose of helping disabled eligible learners and eligible learners with disabled dependents. 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 an eligible disabled learner, that equipment should remain the property of the Institution, unless that equipment is tailored to meet the individual needs of the learner.

### **Bulk purchase arrangements**

16. Institutions may make bulk purchase arrangements with local transport companies and provide equipment or services at a lower cost for eligible learners who would otherwise need support from the Financial Contingency Fund.
17. The Financial Contingency Fund may not be used to replace or subsidise existing bulk purchase arrangements financed by the Institution's own funds.
18. Where an Institution enters into a bulk purchase arrangement, a clear audit trail must be maintained which clearly identifies the learner beneficiaries and the amount of Financial Contingency Fund allocated. The records must also demonstrate that the majority of learners benefitting from the bulk purchasing arrangement are eligible learners facing financial hardship and who, without such support, would have difficulty accessing their studies.

### **WHAT THE FINANCIAL CONTINGENCY FUND CANNOT BE USED FOR**

19. The Financial Contingency Fund must not be used to meet the cost of tuition fees, except in accordance with paragraph 12 above.

20. Institutions should not use Financial Contingency Funds to support means-tested entitlement schemes (i.e. entitlement grant/bursary schemes).
21. Financial Contingency Funds should not be used to provide group or communal facilities, or to make adaptations to buildings, and large items of equipment bought for the use of individual learners should remain the property of the Institution. Institutions may use the funding to provide transport services; however, such services should not involve capital costs, such as the purchase of a vehicle.
22. Fines and deposits fall outside of the scope of the funding. Examples include fines for the late return of library books or other disciplinary fines; deposits on lockers, ID cards, keys, library cards and equipment which are fully refundable except in cases of damage or theft.

## **DETERMINATION OF PAYMENTS**

23. It will be for each Institution to decide its criteria and procedures for considering applications and making payments to eligible learners, subject to this and any other guidance from the Minister.
24. Institutions should have written policies explaining their operational arrangements for awarding Financial Contingency Funds. These should be made widely available to all stakeholders.
25. Applications for the Financial Contingency Fund 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 23. In each case, Institutions must assess a learner's application on the basis of the evidence provided by the learner and their individual circumstances. A learner 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.
26. When considering applications, Institutions must take account of the learner's financial circumstances and the availability of support from other sources such as the Education Maintenance Allowance, Welsh Government Learning Grant Scheme or other equivalent government funded scheme, the Welsh Government's Childcare Offer, IS and UC, and support provided from the learner's local authority.
27. Institutions are reminded that the Financial Contingency Fund is intended to provide support for individual learners in cases where a need is established and should not be used as a marketing tool. Institutions should be mindful of the support offered by local authorities and neighbouring institutions and should ensure that Financial Contingency Funds are not used to offer incentives intended to attract learners from other institutions.

28. In determining and making payments to learners, 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 LEARNERS**

29. Institutions must deal with learners' payments promptly bearing in mind the purpose of the Financial Contingency Fund and circumstances which give rise to financial hardship.
30. Institutions must not commit to any year-on-year awards to learners.
31. Whilst payments from the Financial Contingency Fund can be agreed in principle prior to the start of the academic year, they should **not** be paid until the learner has started their programme of study.
32. Institutions may make payments to eligible learners either in a lump sum or by instalments.

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

33. An eligible learner 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 learner's application is successful, an Institution may reimburse the costs incurred by the learner in purchasing that equipment and/or materials in full or in part.

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

34. An Institution may make payments to eligible learners 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 learner has not withdrawn from or abandoned the course and that the learner intends to return to the course.

## **Appeals**

35. Institutions must have a published appeals procedure in place for cases where learners have applied unsuccessfully for Financial Contingency Fund support. This procedure should be clear, and learners must be informed of their right to appeal. Decisions on eligibility and awards rest with the Institutions responsible for administering the Financial Contingency Fund. It is for Institutions to consider each case and resolve appeals in accordance with their published procedure.
36. Institutions should consider including learner representation in the decision-making process.

## **ADVICE TO LEARNERS**

### **General**

37. The provision of financial advice to a learner is a key part of ensuring the effective use of the Financial Contingency Fund.
38. Institutions should ensure that learners seeking help from the Financial Contingency Fund are advised that any payments received could have implications for their entitlement to benefits, particularly IS and UC.

### **The Childcare Offer**

39. The Childcare Offer provides 30 hours of government-funded early education and childcare to eligible parents of 3 and 4-year-olds for 48 weeks in a 52-week period.
40. During school terms this is comprised of a minimum of 10 hours early education (delivered through Foundation Learning) and additional hours of funded childcare. For the holiday weeks available under the Offer parents can access 30 hours of funded childcare.
41. From September 2022, the Childcare Offer for Wales has been extended to parents in education and training.
42. Parents in education must be enrolled on a course of at least 10 weeks in duration to be eligible for the Childcare Offer as well as meeting other eligibility requirements.
43. The Childcare Offer does not take precedence over other support, including the FCF. Parents should be given advice and guidance to help them make informed choices about their options.
44. As the Childcare Offer only provides 30 hours of childcare per week, the FCF may be used to cover additional hours that parents may need along with other childcare-related costs that are not covered by the Offer.
45. Whilst the risk of dual funding is low, checks should be put in place to ensure that hours covered by the Childcare Offer are not included in any claims made by parents for FCF support.
46. Learners who may be eligible for the Childcare Offer, or who are interested in finding out more, should be referred to the Family Information Service (FIS) ([www.fis.wales](http://www.fis.wales)). The FIS will be able to advise parents about the Childcare Offer, their eligibility and other support that may be available to them.

### **Asylum Seekers**

47. Generally, asylum seekers are not entitled to public funds. Accompanied asylum-seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education but have no recourse to public funds. Asylum seekers who are destitute can apply to the Home Office (HO) for suitable housing and cash for essentials, but they are not eligible for statutory student support or support from other sources such as the Education Maintenance Allowance or Welsh Government Learning Grant Schemes.
48. Provided an asylum seeker meets the eligibility conditions referred to in paragraph 10 above, Institutions may provide in-kind learner support such as books, equipment, childcare or a travel pass. Institutions should avoid giving cash payments to an asylum seeker unless they are an unaccompanied asylum-seeking child.
49. Unaccompanied asylum-seeking children do not receive cash support from the HO and are the responsibility of the local authority. They are treated as looked-after children and would fall into the priority groups at paragraph 6 iii above, where they have a financial need.
50. When these young people reach legal adulthood at age 18, Institutions must consider their immigration status. Where the asylum claim is decided in their favour, the local authority must provide them with the same support and services as they do care leavers. As such, they continue to be eligible for support.
51. Asylum seekers refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999 remain eligible for Financial Contingency Fund support. Where a learner is in receipt of Section 4 support, the Institution should satisfy itself that there is a reasonable likelihood that the learner will be able to complete their programme of learning before considering an application for support.

### **Ukrainian Nationals**

52. Ukrainian nationals supported through the one of the UK Government Ukraine Visa Schemes will be immediately eligible for post-16 college funding and will be exempt from our normal three-year residency requirements. This eligibility extends to FCF support.

## **PAYMENTS TO INSTITUTIONS**

### **Funding Allocations**

53. For 2023/24, the Minister for Education and Welsh Language has approved an allocation of £6,880,000 for the Financial Contingency Fund.

The total allocation includes an additional £138,878 available for distribution following previous years reclaim activities.

54. The funding allocations to Institutions are set out in the table below/overleaf.

<b>Institution</b>	<b>Total 2023/24 Allocation</b>
Adult Learning Wales	£62,184.00
Bridgend College	£340,226.00
Cardiff & Vale College	£786,131.00
Coleg Cambria	£677,877.00
Coleg Gwent	£1,140,230.00
Coleg Sir Gâr	£500,658.00
Coleg y Cymoedd	£768,755.00
Gower College Swansea	£671,341.00
Grŵp Llandrillo Menai	£720,671.00
Grŵp NPTC Group	£566,168.00
Pembrokeshire College	£284,497.00
St David's Catholic Sixth Form College	£196,889.00
The College Merthyr Tydfil	£247,616.00
The Open University	£33,635.00
Y Ganolfan Dysgu Cymraeg Genedlaethol	£22,000.00
<b>TOTAL</b>	<b>£7,018,878.00</b>

### **Payments to Institutions**

55. Funding will be paid to Institutions in three instalments. The instalments will be made in August 2023, December 2023 and April 2024 in the ratio 40:30:30. The funding will be subject to a separate grant offer letter issued in advance of the first instalment.

### **Unspent funds**

56. The remainder of any unspent funds and interest held by an Institution in respect of the Financial Contingency Fund (over and above that calculated under paragraph 57 and which remains unspent as of 31 July 2024) must be declared to the Welsh Government not later than 1 December 2024. Any unspent funds will be reclaimed in full.

### **Publicity and administrative costs**

57. Institutions may use 3% of their total funding allocation or £525, whichever is the greater, to ensure that the Financial Contingency Fund is effectively publicised and administered.

## **ACCOUNTABILITY**

58. The Chief Executive Officer (or equivalent officer) of the Institution is responsible for:

- i advising the Governing Body of the Institution of its responsibilities under the Financial Contingency Fund;
- ii ensuring that the uses to which the Institution puts its funding allocation are consistent with the purpose of the Financial Contingency Fund and the terms and conditions of this guidance are complied with; and
- iii 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 the Institution to fulfil its financial obligations.

59. Institutions must have regard to the advice in the Financial Memorandum<sup>2</sup> between the Welsh Government and further education institutions and follow the audit arrangements contained in the Financial Memorandum.

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

### **Audit Certificate**

61. By 1 December 2024, the Chief Executive Officer (or equivalent officer) of the Institution will be required to return an audit certificate, which certifies that the Financial Contingency Funds for the academic year 2023/24 were paid to learners by the end of that academic year in accordance with this guidance and the terms and conditions in the grant offer letter.

62. The Chief Executive Officer (or equivalent officer) will also be asked to identify any funds and interest carried forward to 2024/25 and, where applicable, any underspend on the 2023/24 allocation.

63. A copy of the audit certificate for 2023/24 is attached at Annex B.

### **End-of-year data collection**

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<sup>2</sup> Financial Memorandum between the Welsh Assembly Government, Further Education Institutions and Higher Institutions providing further education in Wales, Guidance Document: 160/2015 Date of issue: March 2015 (<https://gov.wales/sites/default/files/publications/2018-02/financial-memorandum-for-fe-institutions-and-he-institutions-providing-further-education-in-wales.pdf>)



64. Institutions must provide the Welsh Government with a report on the use of the funding received in respect of the Financial Contingency Fund for 2023/24 by 31 December 2024.

## Annex A: Learner Eligibility Guide

### Introduction

This document provides detailed guidance on the residence conditions which apply in determining an individual learner's eligibility for post-16 funding. Emboldened text in this document is defined in the glossary at Annex A.

For a learner to be eligible for funding for their learning programme, they must have the legal right to be resident in the **United Kingdom (UK)**. A person who is subject to a Home Office deportation order will ordinarily be ineligible for funding until their situation has been resolved to the satisfaction of the Home Office.

For funding purposes, the eligibility of the learner should be established at the start of their learning programme. Learners who are eligible for funding at the start of their programme will usually be eligible for funding for the whole duration of their programme as well as any consecutive funded learning programmes. In a similar vein, those not eligible for funding at the start of their learning programme are unlikely to become eligible during the period of their learning programme.

In determining learner eligibility, institutions should also satisfy themselves that there is a reasonable likelihood that the learner will be able to complete their programme of learning before including the learner in their funding data. This should include the practicality of providing a place for a learner who may be unable to complete their programme if they are likely to leave the country permanently during their learning programme.

Institutions should seek advice from Welsh Government where they are having difficulty assessing learner eligibility. In such circumstances, please contact the Funding and Monitoring team at: [post16planningandfunding@gov.wales](mailto:post16planningandfunding@gov.wales)

### EU and EEA learners

On 31 January 2020 the United Kingdom officially ceased to be a member of the European Union and entered into a transition period during which all previously held commitments were maintained while negotiations on a new relationship took place. This transition period ended on 31 December 2020.

Learners who are citizens of EU (or EEA) countries or children of Turkish workers who started on funded programmes on or before 31 December 2020 have protected rights and must be treated the same as 'home' students. This means that they will continue to be eligible for post-16 funding the whole duration of their programme as well as any consecutive learning programmes with no break in studies other than normal holiday periods.

EU and EEA learners who entered the UK after 31 December 2020 are not automatically eligible for post-16 funding and must be able to demonstrate that they are legally resident in the UK to be funded.

Irish citizens continue to be eligible for post-16 funding as their rights are protected as a result of the Common Travel Area arrangement.

### **The legislation and guidance**

The residency conditions which apply for post-16 funding are based on the Education (Fees and Award) (Wales) Regulations 2007 (including any later amendments). The Regulations and the latest amendments can be viewed at:

[The Education \(Fees and Awards\) \(Wales\) Regulations 2007 \(legislation.gov.uk\)](https://legislation.gov.uk/ukulsi/2007/0001)

[The Education \(Student Fees, Awards and Support\) \(Amendment\) \(Wales\) Regulations 2021 \(legislation.gov.uk\)](https://legislation.gov.uk/ukulsi/2021/0001)

The residence conditions which apply for post-16 funding are the same across the post-16 sector. The rules are also consistent with the eligibility conditions set out in the Schools Admissions Code, issued under Section 84 of the Schools Standards and Framework Act. This Code remains in place and should be consulted in respect of school admissions. A copy of the Code can be viewed at:

<https://gov.wales/sites/default/files/publications/2018-03/school-admissions-code.pdf>

### **Learners eligible for funding**

To be eligible for post-16 funding a learner must normally be able to satisfy the following three requirements:

- i. on the first day of the first academic year of their course (the **relevant date**) they are ordinarily resident in the UK;
- ii. on that date they are **settled** in the UK; and
- iii. for three years preceding that date, they have been **ordinarily resident** in the **UK and Islands**, and that no part of the period of residence was wholly or mainly for the purpose of receiving full-time education.

For funding purposes, the Welsh Government would expect someone who is ordinarily resident in the UK to have made their home in the UK with the intention of staying and living here, and not solely for the purpose of undertaking a course of study. Temporary absences from the UK and Islands should be ignored. A learner who has been living outside the UK because they or their family were temporarily working abroad can be treated as if their ordinary residence has not been interrupted.

The following persons will be eligible for funding (these groups broadly correspond to the categories listed in the Schedule to the Education (Fees and Award) (Wales) Regulations 2007)<sup>3</sup>.

- a. A person who is a **UK national** or other person with **right of abode** in the UK who has been ordinarily resident in the UK and Islands or the British Overseas Territories for three years preceding the relevant date, or their family members.
- b. Irish citizens who have been ordinarily resident in the UK and Islands and/or Ireland for three years preceding the relevant date.
- c. **European Union (EU) or EEA nationals** who have obtained settled or pre-settled status<sup>4</sup> under the EU Settlement Scheme and who have been ordinarily resident in the EEA, Gibraltar or the UK for three years preceding the relevant date, or their family members.
- d. **EEA and Swiss workers** with pre-settled or settled status who have been ordinarily resident in the UK, the EEA or Gibraltar for three years preceding the relevant date, or their family members.
- e. Children of **Turkish workers** where the Turkish worker was lawfully employed and resident in the UK before 1 January 2021.
- f. **UK nationals** living in the EEA before 1 January 2021 who have been ordinarily resident in the EEA, Gibraltar or the UK for three years preceding the relevant date and who have lived continuously in the EEA or the UK between 31 December 2020 and the relevant date, or their family members.
- g. Anyone who is recognised as a **refugee** by the UK Government who has remained ordinarily resident in the **UK and Islands** since being granted refugee status, or the **family member** of such a person.
- h. Persons with **humanitarian protection (HP)** or **discretionary leave (DL)** or **exceptional leave to enter or remain (ELE/ELR)** or their **family members**.
- i. Persons granted leave to remain as a **protected person** or their family members, including those granted **stateless leave** or a person with **section 67 leave to remain**.
- j. Those with **Calais leave to remain**.
- k. Persons granted leave to remain as a **protected partner** or their children.

Welsh Government will also regard a non-EEA national who is in the UK with **work-related immigration permission** as eligible for funding after

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<sup>3</sup> This is a summary of the categories in the Schedule, which are extremely complex. If you consider that a learner or potential learner falls within a category which is not listed here, please contact [post16planningandfunding@gov.wales](mailto:post16planningandfunding@gov.wales) for further guidance.

<sup>4</sup> This also includes EU nationals and their Joining Family Members who have submitted an application to the EU Settlement Scheme after 30th June 2021 and are awaiting a decision.

completing three years of residence in the UK, or the **family member** of such a person.

**Asylum seekers** and their **dependants** will be eligible for post-16 funding, providing they are in receipt of support under any of the following:

- i. The Immigration and Asylum Act 1999.
- ii. The Children Act 1989.
- iii. The National Assistance Act 1948.

Asylum seekers refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999 will also be eligible for post-16 funding.

Welsh Government considers all 16 to 18-year-old asylum seekers as eligible for funding, including any unaccompanied asylum seekers aged 16 to 18 years old who are placed in the care of the local authority.

In addition to the groups listed above, Welsh Government will also consider the following groups of learners (including those who may not meet the 3-year residency requirement) as eligible for post-16 funding:

- a. 16 to 18-year-olds residing legally in the UK who are British or Irish citizens, or those who have the **right of abode** in the UK.
- b. 16 to 18-year-olds who are accompanying or joining parents who have the right of abode or leave to enter or remain in the UK (including those with a grant of leave as a **Student visa** dependant), or those who are children of diplomats.
- c. 16-18 year olds granted pre-settled status following the UK's exit from the EU.
- d. 16 to 18-year-olds who are dependants of teachers coming to the UK on a teacher-exchange scheme.
- e. 16 to 18-year-olds who are dependants of serving members of the British Armed Forces.
- f. Those with recently settled status; having been granted **indefinite leave to remain**<sup>5</sup>, **right of abode**, or British citizenship within the three years immediately prior to the relevant date.
- g. Those with **leave outside the rules**.
- h. The spouse or civil partner of a person with settled status residing legally in the UK.
- i. Ukrainian nationals supported through the **Ukraine Family Scheme**, **Ukraine Sponsorship Scheme**, or the **Ukraine Extension Scheme** or the immediate family members of such a person.

In addition to those learners in the categories listed above, Welsh Government will consider other exceptional circumstances on a case-by-case basis. If you believe that a learner should be considered for funding because

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<sup>5</sup> This includes Afghans eligible under the Afghan Relocation and Assistance policy (formally known as Locally Engaged Staff under the intimidation policy).

of exceptional circumstances, please contact the Funding and Monitoring Team via: [post16planningandfunding@gov.wales](mailto:post16planningandfunding@gov.wales)

### **Learners from England**

Learners who come across the border to attend nearby schools or FE institutions are eligible for post-16 funding, in accordance with informal reciprocal agreements with the Education and Skills Funding Agency. Institutions should not, however, actively market their provision to learners domiciled in England.

Learners of all nationalities who are dependants of serving members of the British Armed Forces should be considered eligible for funding throughout their period of service on the same basis as other young people legally resident in Wales.

### **Learners not eligible for post-16 funding**

Learners undertaking programmes funded by the Higher Education Funding Council for Wales (HEFCW) will usually be ineligible for post-16 funding, as the funding provided is intended to cover the whole of their learning programmes. All and any additional educational activities that are appropriate for individual learners should be claimed either through HEFCW or, in the case of learners on franchised higher education programmes, their full-time higher education provider.

### **Provider resources**

Responsibility for assessing eligibility in individual cases rests with the individual institution. Any queries relating to residence conditions for learners accessing FE provision should be forwarded to: [post16planningandfunding@gov.wales](mailto:post16planningandfunding@gov.wales)

## **Learner eligibility glossary**

### **Asylum seeker**

Those whose applications for asylum in the United Kingdom are currently being considered by the Home Office.

### **Dependant**

In relation to an asylum seeker is defined as a spouse, civil partner, cohabiting partner, child under 18-years-old or disabled child over 18-years-old included in the application for asylum.

### **British Overseas Territories**

Includes the following dependent territories:

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn Islands
- St Helena, Ascension and Tristan da Cunha
- South Georgia and South Sandwich Islands
- Turks and Caicos Islands

### **Calais leave**

A form of leave granted to those brought over as part of the “Calais clearance exercise” between October 2016 and July 2017, who were under the age of 18 at this time, and who had recognised family ties in the UK.

### **European Union**

Includes the following member states of the European Community:

Austria

Italy

Belgium	Latvia
Bulgaria	Lithuania
Republic of Cyprus	Luxembourg
Croatia	Malta
Czech Republic	Netherlands
Denmark	Poland
Estonia	Portugal (including Madeira and the Azores)
Finland (including the Aland Islands)	Romania
France (including the French Overseas Departments of Guadeloupe, Martinique, French Guiana, Reunion and Saint-Pierre et Miquelon)	Slovakia
Germany (including Heligoland)	Slovenia
Greece	Spain (including the Balearic Islands, the Canary Islands, Ceuta and Melilla)
Hungary	Sweden
Ireland	

### **European Economic Area (EEA)**

Includes all the EU countries and territories listed above, together with the following countries.

Iceland	Norway
Liechtenstein	Switzerland*

\*For simplicity, for providers that have to assess learners for eligibility for post-16 funding, Switzerland will be treated as being within the EEA. In law, Switzerland is not part of the formally recognised EEA but its nationals are similarly eligible under various international treaties signed by the UK and Swiss governments.

### **European Economic Area (EEA) worker**

An EEA national who is a worker, other than an EEA frontier worker, in the United Kingdom.

In addition, there are certain categories of people, including EEA frontier workers, EEA frontier self-employed persons or EEA self-employed persons, who may be eligible for post-16 funding. Further information on these categories can be found in the Schedule to the Education (Fees and Award) (Wales) Regulations 2007.

### **Family member of an EU national or EEA worker**



The spouse or civil partner of an EU national or EEA worker, or child or grandchild or dependant parent or grandparent of the person or the person's spouse or civil partner.

### **Exceptional leave to enter or remain (ELE/R)**

ELE/R was a form of immigration status in use before April 2003. It was granted to asylum seekers who the Home Office decided did not meet the definition of a refugee as defined in the Refugee Convention, but who it decided should be allowed to remain in the UK for other reasons.

### **Discretionary leave to remain (DL)**

Permission to stay in the UK for reasons that are exceptional. This is sometimes given to a person who does not qualify for asylum but whom the Home Office believes should be allowed to stay for other reasons.

### **Humanitarian protection (HP)**

HP was introduced in April 2003 to replace the policy on ELR and is designed to provide protection to individuals who do not qualify for protection under the Refugee Convention. The Home Office may give humanitarian protection to someone who they believe does not qualify for asylum but is nevertheless at risk of serious harm if they return to their country of origin.

### **Family member of a person with DL or HP**

A person who is the spouse, civil partner, or child of a person with DL or HP; or the child of the spouse or civil partner of a person with DL or HP. The family member of such a person must have been the family member on the date on which the person made their application for asylum.

### **Indefinite leave to enter or remain (ILE/ILR)**

Permission to enter or remain in the UK without any time restrictions on the length of stay.

### **Leave to enter or remain**

A person who has been informed by the Home Office that although they do not qualify for recognition as a refugee, they have been allowed to stay in the UK. Such a person is normally granted Humanitarian Protection (HP) or Discretionary Leave (DL).

### **Leave outside the rules**

Leave outside the rules covers those granted leave to enter or remain for exceptional and/or compassionate reasons which fall outside of the UK Immigration Rules.

**Ordinary residence**

Defined as habitual and normal residence in the UK from choice and for a settled purpose throughout a prescribed period apart from temporary or occasional absences.

**Protected partner**

A person given leave to remain in the UK as either a victim of domestic violence or domestic abuse, or as a bereaved partner.

**Protected person**

Includes individuals given leave to enter or remain on the grounds of HP, those granted stateless leave, those with section 67 leave to remain or those with Calais leave.

**Refugee**

A person who is recognised by the Home Office as a refugee as described in the 1951 Geneva Convention. A person given refugee status is normally granted leave to remain in the UK for five years, and at the end of that period can apply for indefinite leave to remain.

**Family member of a refugee**

A person who is the spouse, civil partner, or child of a person with refugee status; or the child of the spouse or civil partner of a refugee.

The family member of a refugee must have been the family member on the date on which the refugee made their application for asylum.

**Relevant date**

The term 'relevant date' refers to 'the first day of the first academic (or teaching) year of the course' and this is defined as:

- a. 1 September if the academic year starts between 1 August and 31 December.
- b. 1 January if the academic year starts between 1 January and 31 March.
- c. 1 April if the academic year starts between 1 April and 30 June.
- d. 1 July if the academic year starts between 1 July and 31 July.

**Right of abode**

The right to live and work in the United Kingdom. Those with right of abode include:

- Individuals who possess a Certificate of Entitlement to the Right of Abode.

- Those whose passports have been endorsed to show they have the right of abode in the UK.
- British citizens (including those with a certificate of naturalisation or registration as a British citizen).
- British Dependent Territory Citizens (now known as British Overseas Territory Citizens)
- Irish nationals.
- EU or EEA nationals with settled status.
- Family members of EEA or Swiss workers with settled status.

### **Section 67 leave**

A person granted leave to remain under section 67 of the Immigration Act 2016. This is also known as leave under the 'Dubs' amendment.

### **Settled status**

A person who is settled in the United Kingdom within the meaning of section 33(2A) of the Immigration Act 1971; in other words having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK.

### **Settled Status – EU Settlement Scheme (EUSS)**

EU, EEA and Swiss nationals and their respective family members who were living in the UK before the end of the transition period (31 December 2020) and who continued to live in the UK after this date have citizens' rights under the EU Withdrawal Agreement, the EEA EFTA Separation Agreement and the Swiss Citizens' Rights Agreement ("the Withdrawal Agreements").

Those who meet the conditions of the Withdrawal Agreements can continue to legally reside in the UK and enjoy associated rights. The rights of those who move to the UK after the end of the transition period (unless they have citizens' rights as a family member of a person already in the UK) are subject to new Home Office visa arrangements.

Those who have citizens' rights can apply for settled status via the Home Office's EUSS. They will be awarded:

- Settled status (i.e. indefinite leave to remain if they have the requisite minimum of five years of continuous lawful residence in the UK), or
- Pre-settled status (i.e. limited leave to remain) if they have a shorter period of UK residence (any period of residence of less than five continuous years). After five years of continuous lawful residence in UK they can apply to change this status to settled status and should do so before their pre-settled status expires.

**Stateless leave**

A person with stateless leave is someone entering the UK who has been granted leave to remain as a Stateless Person in accordance with paragraph 405 of the Immigration Rules.

**Student visa**

A category of immigration that applies to people who are coming to the UK to undertake a course of study at a UK educational establishment.

**Swiss worker**

A Swiss national who is a worker, other than a Swiss frontier worker, in the United Kingdom.

In addition, there are certain categories of people, including Swiss frontier workers, Swiss frontier self-employed persons or Swiss self-employed persons, who may be eligible for post-16 funding. Further information on these categories can be found in the Schedule to the Education (Fees and Award) (Wales) Regulations 2007).

**Turkish worker**

A Turkish national who is a worker in the United Kingdom.

**UK and Islands**

Means the UK, Channel Islands and Isle of Man.

**Ukraine Family Scheme**

The Ukraine Family Scheme allows applicants to join family members or extend their stay in the UK.

**Ukraine Sponsorship Scheme**

The Ukraine Sponsorship Scheme allows Ukrainian nationals and their family members to come to the UK if they have a named sponsor under the Homes for Ukraine Scheme.

**Immediate family member**

In relation to the Ukraine Family Scheme or Ukraine Sponsorship Scheme an immediate family member includes:

- A spouse or civil partner.

- An unmarried partner (living together in a relationship for at least two years).
- A child who is under 18.
- A parent (for those who are under 18).
- A fiancé(e) or proposed civil partner.

**Work-related immigration permission**

Means having the right to work in the UK under one of the work-related immigration categories. Further information is available from:

[www.ukba.homeoffice.gov.uk/visas-immigration/working/](http://www.ukba.homeoffice.gov.uk/visas-immigration/working/)

**Annex B: Audit Certificate 2023/24**

**FINANCIAL CONTINGENCY FUNDS: AUDIT CERTIFICATE**

**Institution name:**

**Please delete the option which does not apply. To be returned by 1 December 2024**

**OPTION A:**

I certify that all Financial Contingency Funds paid by the Welsh Government to this institution for the academic year 2023/24 were paid to students by the end of that academic year in accordance with the terms and conditions in the Financial Contingency Fund (FCF) Further Education Guidance 2023/24 and the grant offer letter.

**OPTION B:**

I certify that not all Financial Contingency Funds paid by the Welsh Government to this institution for the academic year 2023/24 were paid to students by the end of that academic year. However, all funds that have been paid to students have been made in accordance with the terms and conditions in the Financial Contingency Fund (FCF) Further Education Guidance 2023/24 and the grant offer letter.

Arrangements have been made to refund\* £..... to the **Welsh Government.**

Signed:

## **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 31 August 2023 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 <i>Learner Details</i></b>		
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 (ar gyfer y taliad) <i>Bank Details (to receive payment)</i></b>		
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 <i>Course Details</i></b>		
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 <i>Claim Period</i></b>	
Cais o <i>Claim start date</i>	Hyd at <i>Claim end date</i>
(xx/xx/xxxx)	(xx/xx/xxxx)

<b>Meini prawf cymhwysedd <i>Eligibility criteria</i></b>	
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 31 Awst 2023 <i>I am 16 years old, or older, on 31 August 2023</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 fanylion pellach i egluro unrhyw ateb uchod, gan gynnwys eglurhad am y caledi ariannol, i gefnogi'ch cais.

*Please provide further details to clarify any of the above answers, including explanation of the Financial hardship faced, to 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 Trefniadaeth, Y Ganolfan Dysgu Cymraeg Genedlaethol, Y Llwyfan, Heol y Coleg, Caerfyrddin, SA31 3EQ

**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/>