

Cardiff Centre for Lifelong Learning
Canolfan Caerdydd ar gyfer Addysg Gydol Oes



Free Part-time courses



**Claiming DWP benefits?
Been a job seeker for at least 6 weeks?
Up to £1,200 in funding is available to you.**

In association with

Cyngor Cyllido Addysg
Uwch Cymru

hefcw

Higher Education Funding
Council for Wales

With the support of Higher Education Funding Council for Wales (HEFCW) Cardiff University is offering a fee waiver scheme for eligible students. To be eligible you or your family must be in receipt of certain DWP benefits or you must have been registered as a job seeker for at least 6 weeks (see the attached application form for details).

Pick up a copy of Choices 2011-2012, and choose from the many part-time accredited courses offered by the Cardiff Centre for Lifelong Learning throughout south-east Wales, or see:

www.cardiff.ac.uk/learn

Tel: 029 2087 0000



How to apply

- 1** First select which accredited part-time course/s you would like to do. If you fulfil the criteria, then complete **Section A** of the application form attached.
- 2** You then need to provide evidence that you are eligible. There are two ways you can do this:
 - 1** **Have Section B certified** by the relevant government agency, or
 - 2** **Attach a copy of evidence of your eligibility**, for example:
 - A letter from the Benefits Agency, Local Council or Job Centre confirming entitlement,
 - An 'award notice' in the case of Working Tax Credit.
- 3** Post the application form to the Centre along with the course enrolment form. Please contact us if you need further help and advice.

Please note Students who have already been awarded a first degree - including Foundation Degree, HNC, HND, Certificate of Higher Education or other HEFCW funded award will not be eligible for a fee waiver. Should your circumstances change and you are no longer entitled to a fee waiver, you should advise the Cardiff Centre for Lifelong Learning, whereupon the remaining proportion of the tuition fee may be payable. Students should not be studying more than 110 credits in an academic year. Students who have already claimed funding for 360 credits are not eligible for further funding. Funding is not available for repeat courses. Students should be Welsh domiciled.



Application Form

Student Fee Waiver Scheme

SECTION A - To be completed by Student



Surname _____ Forenames _____ Mr/Ms/Miss/Mrs _____

Address _____

_____ Postcode _____

1. Course Start Date _____ Course Number _____
 Course Title _____

2. Course Start Date _____ Course Number _____
 Course Title _____

3. Course Start Date _____ Course Number _____
 Course Title _____

I, the undersigned, apply for the exemption from/subsidy towards payment of the above course fees and confirm that (please tick as appropriate):

- | | |
|--|--|
| <input type="checkbox"/> I am or my family* is in receipt of
<input type="checkbox"/> Income Support <input type="checkbox"/> Income-based Jobseekers allowance
<input type="checkbox"/> Housing Benefit <input type="checkbox"/> Pension Credit
<input type="checkbox"/> Council Tax Benefit <input type="checkbox"/> Working Tax Credit | <input type="checkbox"/> I am in receipt of
<input type="checkbox"/> Severe Disablement Allowance
<input type="checkbox"/> Disability Living Allowance
<input type="checkbox"/> Attendance Allowance
<input type="checkbox"/> Incapacity Benefit
<input type="checkbox"/> Carer's Allowance |
| <input type="checkbox"/> I am a registered job seeker, and have been so for a continuous period of no less than six weeks | <input type="checkbox"/> I am or my family* is in receipt of other Department of Work and Pensions benefits that are the sole income of my family |

I have not received funding from the Welsh Assembly Government Part-time Fee Grant.

Signature _____ Date _____

A family* is defined as: mature single student, **or** married or unmarried couple, **or** a couple in a civil partnership **or** married or unmarried couple in a civil partnership with dependent children, **or** lone parent with dependent children.

SECTION B - For certification by Benefits Agency/Department for Work and Pensions/Local Authority/Inland Revenue

I certify that the above named person is in receipt of the benefit specified/has been registered unemployed for not less than 6 weeks.

Type of benefit _____

Signature _____

Date _____

Official Stamp

SECTION C - For Department Use		
	Signature	Date
Received		
Checked		
HEFCW		

Please return this form with your enrolment form to:

Cardiff Centre for Lifelong Learning
 Senghennydd Road
 Cardiff
 CF24 4AG

Cardiff Centre for Lifelong Learning
Canolfan Caerdydd ar gyfer Addysg Gydol Oes



Cyrsgiau Rhan-amser **Di-dâl**



**Yn hawlio budd-daliadau yr ANC?
Wedi ymrestru fel un sy'n chwilio
am waith ers o leiaf 6 wythnos?
Mae hyd at £1,200 o gyllid ar gael ichi.**

Ar y cyd â

Cyngor Cyllido Addysg
Uwch Cymru

hefcw

Higher Education Funding
Council for Wales

Gyda Chefnogaeth Cyngor Cyllido Addysg Uwch Cymru (CCAUC) mae Prifysgol Caerdydd yn cynnig cynllun mynychu cyrsiau'n ddi-dâl ar gyfer myfyrwyr cymwys. I fod yn gymwys rhaid eich bod chi neu eich teulu yn derbyn budd-daliadau penodol gan yr ANC neu rhaid eich bod chi wedi ymrestru fel un sy'n chwilio am waith ers o leiaf 6 wythnos (gweler y ffurflen gais sydd ynghlwm am y manylion).

Mynnwch gopi o Choices 2011-2012, a dewiswch o blith y cyrsiau rhan-amser sydd wedi eu hachredu ac sy'n cael eu cynnig gan Ganolfan Caerdydd ar gyfer Addysg Gydol Oes drwy dde-ddwyrain Cymru, neu fwrw golwg ar:

www.caerdydd.ac.uk/learn

Ffôn: 029 2087 0000



Sut i ymgaisio

- 1** Yn gyntaf dewiswch pa gwrs rhan-amser sydd wedi ei achredu y carech ei ddilyn. Os ydych yn gymwys, yna cwblhewch **adran A** o'r ffurflen gais sydd ynghlwm.
- 2** Bydd hefyd angen i chi gyflwyno tystiolaeth eich bod yn gymwys. Gallwch wneud hyn mewn dwy ffordd:
 - 1** Gofyn i'r asiantaeth berthnasol o'r llywodraeth **dystio i Adran B**, neu
 - 2 Anfon copi o'r dystiolaeth eich bod yn gymwys**, er enghraifft:
Llythyr o'r Asiantaeth Fudd-daliadau, o'r Cyngor Lleol neu o'r Ganolfan Waith yn cadarnhau eich bod yn gymwys,
'Dogfen ddyfarnu' yn achos Credyd Treth Gwaith.
- 3** Anfonwch y ffurflen gais at y Ganolfan ynghyd â'r ffurflen ymrestru. Cysylltwch â ni ar bob cyfri os oes amoch angen help neu gyngor pellach.

Sylwch Fydd myfyrwyr sydd eisoes wedi ennill gradd gyntaf - gan gynnwys Gradd Sylfaen, HNC, HND, Tystysgrif Addysg Uwch neu ddyfarniad arall sydd wedi'i ariannu gan CCAUC - ddim yn gymwys i gael gostyngiad ffoedd. Os bydd eich amgylchiadau'n newid a bod eich hawl i gael gostyngiad ffoedd yn dod i ben, dylech roi gwybod i Ganolfan Caerdydd ar gyfer Addysg Gydol Oes, ac mae'n bosibl y bydd rhaid ad-dalu gweddill y ffi dysgu. Ni ddylai'r myfyrwyr fod yn astudio mwy na 110 o gredydau mewn blwyddyn academiaidd. Dydy myfyrwyr sydd wedi gwneud cais yn barod am 360 o gredydau ddim yn gymwys i gael rhagor o gyllid. Does dim cyllid ar gael i ailadrodd cyrsiau. Dylai cartref y myfyrwyr fod yng Nghymru.



Ffurflen Gais

Y Cynllun Mynychu Cwrsiau'n Ddi-dâl

ADRAN A – I'w chwblhau gan y Myfyriwr



Cyfenw

Enwau Cyntaf

Mr/Ms/Miss/Mrs

Cyfeiriad

Côd Post

1. Dyddiad Dechrau'r Cwrs

Rhif y Cwrs

Teitl y Cwrs

2. Dyddiad Dechrau'r Cwrs

Rhif y Cwrs

Teitl y Cwrs

3. Dyddiad Dechrau'r Cwrs

Rhif y Cwrs

Teitl y Cwrs

Rwyf fi, sy'n llofnodi isod, yn gwneud cais am esemptiad rhag talu/cymhorthdal tuag at dalu ffioedd y cwrs uchod, ac rwy'n cadarnhau (ticiwch fel y bo'n briodol):

fy mod i neu fy nheulu* yn cael

Cymhorthdal Incwm

Lwfans ceisio gwaith yn seiliedig ar incwm

Budd-dâl Tai

Credyd Pensiwn

Budd-dal Treth Gyngor

Credyd Treth Gwaith

fy mod i yn cael

Lwfans Anabledd Difrifol

Lwfans Byw i'r Anabl

Lwfans Gweini

Budd-dal Analluogrwydd

Lwfans Gofalwr

fy mod wedi cofrestru i geisio gwaith, a'm bod hefyd yn ddi-waith ers cyfnod di-dor o chwe wythnos o leiaf

fy mod i neu fy nheulu* yn cael budd-daliadau eraill gan yr Adran Gwaith a Phensiynau, sef unig incwm fy nheulu

Dwy ddim wedi cael cyllid o Grant Ffioedd Rhan-amser Llywodraeth Cynulliad Cymru.

Llofnod

Dyddiad

***Diffinnir teulu fel:** myfyriwr hŷn sengl, **neu** bâr priod neu ddibriod, **neu** bâr mewn partneriaeth sifil **neu** bâr priod neu ddibriod mewn partneriaeth sifil sydd â phlant dibynnol, **neu** riant unigol sydd â phlant dibynnol.

ADRAN B - Ar gyfer tystio gan yr Asiantaeth Fudd-daliadau/ Yr Adran Nawdd Cymdeithasol/ Yr Awdurdod Lleol/ Cyllid y Wlad

Yr wyf yn tystio bod y person a enwir uchod yn derbyn y budd-dâl a nodir/ wedi ymrestru yn ddi-waith am nid llai na 6 wythnos.

Math o fudd-dâl

Llofnod

Dyddiad

Stamp Swyddogol

ADRAN C - At Ddefnydd yr Adran

	Llofnod	Dyddiad
Derbyniwyd		
Cadarnhawyd		
CCAUC		

Anfonwch y ffurflen hon wedi ei chwblhau ynghyd â'r ffurflen ymrestru at:

Canolfan Caerdydd ar gyfer Addysg Gydol Oes Ffordd Senghennydd
Caerdydd
CF24 4AG