

Free Part-time courses



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

In association with

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 2017-18 and choose from the many part-time accredited courses offered by Continuing and Professional Education, 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 Continuing and Professional Education along with the course enrolment form. Please contact us if you need further help and advice.

IMPORTANT INFORMATION

The amount of credits that can be funded by this scheme will depend on whether you have studied with us before.

If you studied with us before September 2014, you will be able to continue your studies using this scheme, provided you satisfy the eligibility criteria.

If you began your studies with us after September 2014, you will only be eligible for funding up to 20 credits in this academic year. New students who intend studying 30 credits or more should not apply for funding from this scheme. You may, however be eligible for a part-time student loan to fund your fees.

More information is available at

<http://www.studentfinancewales.co.uk/undergraduate-students/part-time-students>

Please note that the Welsh Government is currently reviewing funding arrangements and as such continuation of this scheme cannot be guaranteed for future years.

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 Continuing and Professional Education, 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

Were you a student with Continuing and Professional Education prior to September 2014? Yes No

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):

- I am or my family* is in receipt of
- Income Support Income-based Jobseekers allowance
- Housing Benefit Pension Credit
- Council Tax Reduction Working Tax Credit
- Universal Credit
- I am in receipt of
- Severe Disablement Allowance Carer's Allowance
- Disability Living Allowance Employment and Support Allowance
- Attendance Allowance Personal Independent Payment
- Incapacity Benefit
- I am a registered job seeker, and have been so for a continuous period of no less than six weeks
- 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:

Continuing and Professional Education
21-23 Senghennydd Road
Cardiff
CF24 4AG

Cyrsiau Rhan-amser Di-dâl



Yn hawlio budd-daliadau yr ANC?

Wedi ymrestru fel un sy'n chwilio am waith ers o leiaf 6 wythnos?

Gall fod 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).

Codwch gopi o Choices 2017-18 a dewiswch o blith y nifer fawr o gyrsiau achrededig rhan-amser a gynigir gan yr Adran Addysg Barhaus a Phroffesiynol, neu edrychwch ar:

www.caerdydd.ac.uk/learn

Ffôn: 029 2087 0000

Sut i gyflwyno cais

1 Yn gyntaf dewiswch pa gwrs rhan-amser sydd wedi ei achredu y carech ei ddilyn. Os ydych yn gymwys, llenwch **adran A** ar y ffurflen sydd wedi'i hatodi.

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 yr Adran Addysg Barhaus a Phroffesiynol ynghyd â'r ffurflen ymrestru. Cysylltwch â ni ar bob cyfri os oes amoch angen help neu gyngor pellach.

GWYBODAETH BWYSIG

Bydd nifer y credydau a all gael eu hariannu drwy'r cynllun yma yn dibynnu ar a ydych chi wedi astudio gyda ni o'r blaen neu beidio.

Os ydych chi wedi astudio gyda ni cyn Medi 2014, gallwch barhau â'ch astudiaethau drwy ddefnyddio'r cynllun, ar yr amod eich bod yn bodloni'r amodau ynglŷn â chymhwystera.

Os nad ydych chi wedi astudio gyda ni cyn Medi 2014, byddwch yn gymwys i gael arian am hyd at 20 credyd yn unig yn y flwyddyn academaidd yma. Ni ddylai myfyrwyr newydd sy'n bwriadu astudio 30 o gredydau neu fwy wneud cais am arian o dan y cynllun yma. Serch hynny, mae'n bosibl y byddwch yn gymwys i gael benthyciad myfyriwr rhan-amser i ariannu'ch ffioedd.

Mae rhagor o wybodaeth ar gael yma

<http://www.cyllidmyfyrwrcymru.co.uk/myfyrwyr-israddedig/myfyrwyr-rhan-amser>

Sylwch fod Llywodraeth Cymru wrthi'n adolygu'r trefniadau ariannu ac oherwydd hynny does dim modd gwarantu y bydd y cynllun yn parhau ym mlynnyddoedd y dyfodol.

Sylwch Ni 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 - yn gymwys i gael gostyngiad ffioedd. Os bydd eich amgylchiadau'n newid a bod eich hawl i gael gostyngiad ffioedd yn dod i ben, dylech roi gwybod i'r Adran Addysg Barhaus a Phroffesiynol, 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 academaidd. 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 Cyrsiau'n Ddi-dâl

ADRAN A - I'w chwblhau gan y Myfyriwr

Fuoch chi'n fyfyrwr gyda'r Adran Addysg Barhaus a Phroffesiynol cyn Medi 2014? Do Naddo

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 gael fy eithrio 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 selliedig ar incwm

Budd-dâl Tai Credyd Pensiwn

Gostyngiad Treth Gyngor Credyd Treth Gwaith

Credyd Cynhwysol

fy mod i yn cael

Lwfans Anabledd Difrifol

Lwfans Byw i'r Anabl

Lwfans Gweini

Budd-dal Analluogrwydd

Lwfans Gofalwr

Lwfans Cyflogaeth a Chymorth

Taliad Annibyniaeth Bersonol

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

Nid wyf wedi cael cyllid o Grant Ffioedd Rhan-amser Llywodraeth Cynulliad Cymru.

Llonfod _____ 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 - I gael cadarnhad 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 ers o leiaf 6 wythnos.

Math o fudd-dâl _____ Stamp Swyddogol _____

Llofnod _____

Dyddiad _____

ADRAN C - At Ddefnydd yr Adran

	Llofnod	Dyddiad
Derbyniwyd		
Cadarnhawyd		
CCAUC		

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

Yr Adran Addysg Barhaus a Phroffesiynol
21-23 Senghennydd Road
Caerdydd
CF24 4AG