

**To: Heads of higher education  
institutions in Wales**

Reference: W04/75HE  
Date: 24 November 2004  
Response By: 31 January 2005  
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#### **FINANCIAL CONTINGENCY FUNDS 2003/04: MONITORING**

Circular W03/49HE, Terms and Conditions for Payment of Grants for the Purposes of Financial Contingency Funds 2003/04, set out the monitoring requirements for 2003/04 Financial Contingency Funds. I am now writing to request the returns required for monitoring.

The monitoring proforma can be found at Annex A to this letter and consists of the following tables, all of which should be completed:

- Table 1 – student details and a breakdown of applications;
- Table 2 – details of payments;
- Table 3 – details of refusals;
- Table 4 – commentary on arrangements that have been made to improve the targeting of Financial Contingency Funds;
- Table 5 – details of reasons for payments;
- Table 6 – details of funds disbursed as loans for repayment;
- Table 7 – periodic information on amount spent and interest earned;

Please ensure that the signed, completed tables are returned to David Fryer at the Council's offices in Llanishen by no later than 31 January 2005. Any queries arising from this letter should be addressed to Leanne Holborn (tel: 029 2068 2259/email: leanne.holborn@hefcw.ac.uk).

Yours sincerely

**PHILIP GUMMETT  
CHIEF EXECUTIVE**