

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

Reference: W04/01HE
Date: 11 February 2004
Response By: 31 January 2004
Further Information: Nichola Amor
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FINANCIAL CONTINGENCY FUNDS 2002/03: MONITORING

Circular W02/62HE, Financial Contingency Funds (HE): 2002/03, set out the monitoring requirements for 2002/03 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;
- Table 8 – end of year return for access and continuing bursaries.

Please ensure that the signed, completed tables are returned to Nichola Amor at the Council's offices in Llanishen by no later than 31 January 2004. Any queries arising from this letter should also be addressed to Nichola Amor (tel: 029 2068 2295/e-mail: nichola.amor@hefcw.ac.uk).

Yours sincerely

Ann Hughes
Head of Funding & Research