

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

Reference: W05/62HE
Date: 08 November 2005
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FINANCIAL CONTINGENCY FUNDS 2004/05: MONITORING

Circular W04/53HE, Terms and Conditions for Payment of Grants for the Purposes of Financial Contingency Funds 2004/05, set out the monitoring requirements for 2004/05 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. The pro-forma can be retyped on your system if that is more convenient or, alternatively, electronic copies can be made available on request. The monitoring report consists of the following tables, all of which should be completed:

- Table 1 (a, b & c) – details of reasons for payments;
- Table 2 – student details;
- Table 3 – details of FCF payments;
- Table 4 – reasons for assistance refusal;
- Table 5 - details of funds disbursed as loans for repayment;
- Table 6 - Financial data;
- Table 7 - commentary on arrangements that have been made to improve the targeting of Financial Contingency Funds;

Your response should be submitted to the Council by no later than **Tuesday 31 January 2006** and should be marked for my attention. If there are any issues arising from this letter please do not hesitate to contact me.

Yours sincerely

Emma Morris
Strategic Projects Manager