



Continuing and  
Professional Education

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# Free part-time courses

Study part-time to boost your CV, improve your knowledge and keep your mind active. We also provide pathways for adult learners to access degree studies at Cardiff University.



[www.cardiff.ac.uk/learn](http://www.cardiff.ac.uk/learn)  
tel: 029 2087 0000

Cyngor Cyllido Addysg  
Uwch Cymru  
Higher Education Funding  
Council for Wales

hefcw



With funding from the Higher Education Funding Council for Wales (HEFCW) Cardiff University is offering a fee waiver scheme to support students who would not otherwise have access to higher education. Eligible students will have their course fees paid by HEFCW.

You may be eligible if you claim certain DWP benefits or belong to a group which is considered under-represented in higher education.

Choose from the many part-time accredited courses offered by Continuing and Professional Education at:

**[www.cardiff.ac.uk/learn](http://www.cardiff.ac.uk/learn)**  
tel: 029 2087 0000





# Who can apply

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## Eligibility Criteria

To be eligible for a fee waiver you:

- ▶ Must not study more than 20 credits in this academic year
- ▶ Must be living in Wales

Please provide evidence of your home address, such as a driving licence, a utility bill or benefits award letter dated within the last six weeks. Photographs are accepted.

- ▶ Must meet at least one of the following criteria:

### **You are from an area of socio-economic deprivation or low participation in higher education**

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Your home postcode provides us with information about the area where you live. There are two measures we check when you apply. The first is POLAR,

which tells us about the rates of participation in higher education across the UK. The second is IMD (indices of multiple deprivation) which looks at a range of different measures.

Ask us to check your postcode by emailing [acsss-finance@cardiff.ac.uk](mailto:acsss-finance@cardiff.ac.uk)

## **You receive qualifying benefits**

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You or your family\* currently receive Universal Credit or one of the following benefits: Housing benefit, Income support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Child Tax Credit, Working Tax Credit. Or, you currently receive Bereavement Benefit.

\*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.

Please provide evidence of your eligibility, for example:

- ▶ A screenshot of your benefits account, or
- ▶ A letter from the benefits agency confirming entitlement. Scans and photographs are acceptable

Your evidence must clearly show your name, address and benefit awarded. It must be dated within six weeks of your application or clearly show that entitlement is current or ongoing.

### **You belong to a Black, Asian or minority ethnic group**

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HEFCW and Cardiff University are committed to strengthening race equality.

### **You are a refugee**

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Please provide a photo or copy of your BMC card.

### **You are an asylum seeker**

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Please provide a photo or copy of your ARC card. You will also need to complete a short Right to Study form, available from [acsss-finance@cardiff.ac.uk](mailto:acsss-finance@cardiff.ac.uk)

### **You have a disability**

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You live with a disability that has restricted your access to higher education.

### **You are a carer**

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You care, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support.

### **You are a Care Leaver or Care Experienced**

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You have been in the care of or been given accommodation by your local

authority for at least 13 weeks from the age of 14.

### **Your Parents/guardians are not educated to higher education level**

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Neither of your parents/guardians has attended university. It does not matter if you have siblings who have gone to university.

### **How to apply**

- 1.** Read through this document to check your eligibility
- 2.** Select which courses you would like to study, up to 20 credits in total [www.cardiff.ac.uk/learn](http://www.cardiff.ac.uk/learn)
- 3.** Gather proof of home address and further evidence of eligibility if required
- 4.** Please complete the form found on our website [www.cardiff.ac.uk/learn/funding](http://www.cardiff.ac.uk/learn/funding) and send in your evidence to [learn@cardiff.ac.uk](mailto:learn@cardiff.ac.uk)

### **IMPORTANT INFORMATION**

Should your circumstances change and you are no longer entitled to a fee waiver, you must advise Continuing and Professional Education, whereupon the remaining proportion of the tuition fee may be payable.

Fee waiver funding is not available to repeat courses you have taken before.