



Welsh Government Learning Grant 2020 – 2021

Rules, Regulations & Process

What is WGLG FE?

WGLG FE stands for Welsh Government Learning Grant Further Education. It is a payment made directly into a student's bank account once each term. The WGLG FE is designed to support students of 19 years or older who might find it difficult to continue in, or return to, education. It provides a payment during term time to help meet the extra costs involved in a further education course. It is payable to students whose attendance and performance meet the stated requirements. The WGLG FE is means-tested. Student Finance Wales decide if individuals are eligible for payments by looking at the annual income (before tax) of the household.

Eligibility Criteria

Students may be eligible for a WGLG FE if aged 19 years or more on 31st August 2019, studying with at least 275 contact hours per year in college. If the total annual household income is between £0 and £18,370 gross, a student may qualify for a WGLG FE on a sliding scale of £1500 to £0 per year (on a course of minimum 500 contact hours per year); or £750 to £0 per year (on a course of minimum 275 contact hours per year).

How does a student apply for WGLG FE?

Students need to complete a WGLG FE application form (available from Student Services or from www.studentfinancewales.co.uk and return it direct to Student Finance Wales. Students must be Further Education students with a minimum of 275 contact hours per year on the course living in Wales. Part Time or Higher Education students are not entitled to WGLG FE. Students complete the College WGLG FE Learning Agreement which must be signed by the student and course tutor/ member of staff. Attendance, performance and behaviour will be tracked from the beginning of the course.

To receive WGLG FE payments, students must:

Attend all timetabled sessions – including lectures, study support, key skills, work placements, course related trips/visits and tutorials. Attendance will be entered on the college's registers. Attendance of less than **90%**, unacceptable behaviour, lateness or failure to hand in work can mean that payment are suspended or withheld. No WGLG FE payments will be made until a student has completed a minimum of 2 weeks full attendance at the start of term.

Absence from College due to illness

Students must phone in by **9.30am each day of absence on 01639 648640**
Absences of more than five days require a medical certificate
Regular absences are not acceptable and may lead to loss of payment.



Absence from College due to other reasons

Authorised Absence needs to be booked in advance at Student Services, with evidence provided (e.g. an appointment card). Only one period of Authorised Absence per half term is permitted and high levels of authorised absences will be investigated.

Authorised absences include:

Medical appointments which cannot be made out of College hours
A visit to a university or employment interview
Work placement as part of the course and for which there is no payment
Attendance at a wedding or funeral of close family members
Attendance at a probation meeting
A driving test (practical, but not theory), but not driving lessons
Student Forum/Course Review Meeting
Severe disruption to transport
Full time care responsibilities

Unauthorised absences include:

Holidays – these should be taken outside term time
Part or full time work that is not part of the course
Leisure activities
Birthdays or family celebrations
Looking after siblings
Driving lessons and theory driving tests
Please note that this is not an exhaustive list, it only provides guidance.
Unauthorised absences can result in payments being stopped.

All absences are counted as unauthorised until proven otherwise.

PROCESS FOR WGLG FE

- Complete application form and send to Student Finance Wales FE Customer Services, PO Box 5597, Glasgow G52 9BS
- Student Finance Wales will acknowledge receipt of application
- Notice of entitlement letter received Yes/No
- Complete and sign the WGLG Learning Agreement in College.
- Student Services input the Learning Agreement to the WGLG portal
- Attendance input on WGLG website termly
- Payments made by Student Finance Wales

Receipt of Payments

It is the student's responsibility to check that he/she is receiving payments regularly and to discuss non-payment of WGLG with your college WGLG Administrator. The query will be investigated and the student may be asked for further information/documents. Payments which



are to be reinstated may take approximately two weeks after authorisation to reach bank accounts.

Payments made to a student who has had unauthorised absences in the past (i.e. overpayments) or who has withdrawn from the college, may be reclaimed by Student Finance Wales.

Appeals Procedure

Appeals against non-award should be made in writing, providing any supporting evidence to: Student Finance Wales FE Customer Services, PO Box 5597, Glasgow G52 9BS
Appeals against non-payment decisions taken by College must be directed to Student Services.

For Further Assistance

Student Services in Neath campuses – Tel: 01639 648711

Student Services in Powys campuses – Tel: 01686 614599

Student Finance Wales - Tel: 0300 200 4050 Email: www.studentfinancewales.co.uk