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**Ardal Bae Abertawe**  
**Swansea Bay Region**

## Termau ac Amodau

### Cofrestru ar gwrs

Disgwylir i bob dysgwr ar gyrsiau prif ffrwd sicrhau eu bod yn ymgofrestru'n swyddogol ar gwrs. Mae modd i bob dysgwr/darpar ddysgwr ymgofrestru ar gyrsiau drwy **greu cyfrif personol** ar wefan [dysgucymraeg.cymru](http://dysgucymraeg.cymru). Unwaith i'r cyfrif gael ei greu, gellir ei ddefnyddio bob tro i ymgofrestru ar gyrsiau amrywiol.

### Talu am eich cwrs

Mae disgwyl i ddysgwyr dalu'r ffi ddyledus ar gychwyn y cwrs.

Mae sawl modd y gellir trefnu taliad:

- ar-lein drwy gyfrwng y wefan [dysgucymraeg.cymru](http://dysgucymraeg.cymru);
- taliad carden dros y ffôn;
- taliad siec drwy'r post, neu
- alw heibio'r swyddfa weinyddol i dalu'n uniongyrchol (siec, carden neu arian parod).

Os yw'r ffi yn cael ei dalu gan gyflogwr, mae'n rhaid sicrhau bod y trefniant swyddogol hwnnw yn ei le. Hyd oni sicheir y trefniant hwnnw, y dysgwr fydd yn parhau yn gyfrifol am dalu ffi'r cwrs.

Mewn rhai achosion eithriadol, gellir ceisio caniatâd ymlaen llaw i dalu ffi'r cwrs mewn dau randaliad - y cyntaf ar ddechrau'r cwrs, a'r ail daliad ar ddiwedd tymor un. Mae croeso i ddysgwyr drafod ceisiadau o'r fath gyda staff y swyddfa weinyddol.

### Cynlluniau prisiau gostyngol

O dro i dro, mae'n bosib y bydd DCABA yn cynnig prisiau gostyngol ar ffioedd cyrsiau.

Lle bo hynny'n briodol, bydd gofyn i unrhyw un sy'n dymuno cymryd mantais o gynlluniau o'r fath i fodloni'r meini prawf penodol. Bydd gofyn iddynt hefyd i fod yn barod i ddarparu dogfennaeth swyddogol gefnogol pwrpasol i'r swyddfa weinyddol er mwyn i'r staff yno allu eu gwirio a thrwy hynny sicrhau eu bod yn addas neu gymwys i dderbyn ffi ostyngol wrth gofrestru ar y cwrs.

Caiff unrhyw ddogfen a gyflwynir fel prawf ei dychwelyd i'r unigolyn.

## Cefnogaeth Ariannol

Mae gan Y Ganolfan Dysgu Cymraeg Cenedlaethol a DCABA gynlluniau arbennig sy'n cynnig cymorth ariannol i ddysgwyr sydd efallai yn ei chael yn anodd cwrdd â chostau astudio. Gellir cael rhagor o wybodaeth yma am y Gronfa Ariannol Genedlaethol:

<https://dysgucymraeg.cymru/cymorth/cronfa-ariannol/>

Neu gellir cysylltu â'r swyddfa weinyddol am wybodaeth ar sut i ymgeisio am Fwrsari DCABA.

## Ad-daliadau

Amlinellir isod y strwythur ad-daliadau ar gyfer ein cyrsiau prif ffrwd:

- Gall dysgwyr sydd ddim yn ymddangos ar gyfer unrhyw un o'r gwersi gyflwyno cais am ad-daliad o 80% o'r ffi a dalwyd. Rhaid cyflwyno ceisiadau o'r fath cyn y dyddiad terfyn ar gyfer archebu lle ar y cwrs.
- Gall dysgwyr sydd yn penderfynu ymadael o fewn y 4 wythnos gyntaf i'r cwrs gyflwyno cais am ad-daliad o 50% o'r ffi a dalwyd. Rhaid cyflwyno ceisiadau o'r fath cyn 8fed wythnos y cwrs.
- Ni chynigir ad-daliadau i'r rheiny sy'n penderfynu ymadael wedi 4 wythnos o gychwyn y cwrs

## Cosbau am beidio talu

Os nad yw dysgwyr wedi sicrhau taliad priodol, gofynnir iddynt adael y cwrs.

Mewn achosion lle nad yw'r balans ar gyfrifon personol yn cael eu talu, mae DCABA yn cadw'r hawl i drosglwyddo'r manylion i asiantaeth casglu dyledion allanol. Os gorfodir DCABA i weithredu yn y modd yma, codir ffi gweinyddol - sef 10% yn ychwanegol (gyda lleiafswm o £10) - ar ben y swm dyledus. Gall unrhyw oedi pellach ar daliadau dyledus olygu y cymerir camau cyfreithiol yn erbyn y dysgwr a gall hyn arwain at ddyfarniad Llys Sirol (CCJ) yn erbyn yr unigolyn dan sylw.

Mae DCABA yn llawn werthfawrogi'r caledi mae rhai dysgwyr yn ei wynebu o ddydd-i-ddydd, a byddem wastad yn dymuno osgoi cymryd camau cosbi dianghenraid. Os ydych yn poeni am eich balans neu eich gallu i'w dalu, gofynnwn i chi ddod i gysylltiad i ni allu gweld os oes modd i ni liniaru ar y pwysau yng nghyd-destun ffi'r cwrs.

## Ffioedd Arholiadau

Er mwyn ceisio annog a hybu ein dysgwyr i fentro rhoi cynnig ar sefyll arholiadau Cymraeg i Oedolion CBAC, mae'n arferol i DCABA gynnig talu ffi cofrestru'r dysgwyr sydd ar ein cyrsiau prif ffrwd. Fodd bynnag, codir ffi weinyddol o £30 ar ymgeiswyr sydd ddim yn ymddangos i sefyll yr arholiad.

## **Diddymu Cyrsiâu**

Gwneir pob ymdrech i sicrhau bod cyrsiau yn rhedeg fel y'i hysbysebir. Fodd bynnag, cedwir yr hawl i gwtogi neu ddi-ddymu cyrsiau ar unrhyw adeg neu am unrhyw reswm cyfiawnadwy. Mewn achosion lle diddymir cwrs, gwneir pob ymdrech i awgrymu dosbarthiadau addas amgen i'r dysgwyr allu eu mynychu.

Os oes angen canslo gwers ar fyr rybudd e.e. yn sgil gwaeledd tiwtor neu dywydd garw, bydd y tîm gweinyddol yn gwneud pob ymdrech i roi cymaint o ragrybudd i'r dosbarth â phosib. Bydd tiwtoriaid hefyd yn ceisio adfer unrhyw dir a gollir yn sgil canslo gwersi cyn bod y cwrs yn dod i ben. Fodd bynnag, ar rai achlysuron, efallai y cynhelir rhai sesiynau ychwanegol ar ddiwedd tymor neu'r flwyddyn academaidd.

## **Newid cwrs**

Gall newid mewn amgylchiadau olygu bod angen i ddysgwr newid cwrs neu ddsbarth yn ystod y flwyddyn. Mae'n bosib i hyn gael ei drefnu, ond rhaid gwneud hynny mewn ymgynghoriad â'r tiwtor a'r tiwtor-drefnydd perthnasol, a bydd yn ddibynnol ar argaeledd lleoedd o fewn y dosbarthiadau amgen. Yn arferol, caniateir un trosglwyddiad i gwrs cyffelyb mewn blwyddyn. Os bydd ffi'r cwrs y trosglwyddir iddo'r un peth neu yn is na'r cwrs gwreiddiol, ni fydd angen gwneud dim, fodd bynnag os bydd ffi'r cwrs y trosglwyddir iddo yn uwch, yna bydd disgwyl i'r dysgwr dalu'r gwahaniaeth.

## **Newid i leoliadau/amseroedd**

Tra ymdrechir i sicrhau cysondeb y ddarpariaeth, caiff dysgwyr perthnasol eu hysbysu cyn gynted â phosib os bydd yn angenrheidiol newid lleoliad neu amseriad dosbarth.



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## Terms and Conditions

### Registration

All learners on our mainstream courses are expected to ensure that they have officially enrolled. Every learner/prospective learner can register on our mainstream courses by creating a personal account on the national [LearnWelsh.cymru](https://learnwelsh.cymru) website. Once created, it can be used each time to register on various courses.

### Course Payment

Learners are expected to pay the due course fee at enrolment.

There are several methods of payment:

- online via the [learnwelsh.cymru](https://learnwelsh.cymru) national website;
- by payment card over the phone;
- cheque sent by post, or
- by calling to our administration office to make a payment in person (cheque, payment card or cash).

If the course fee is being paid by an employer, it is important to ensure that this arrangement is officially put in place. Until such an arrangement is made, it is the individual learner who will remain responsible for the course fee payment.

In some instances, it may be possible to arrange – by prior agreement – payments in two installments – one at the beginning of the course; the second at the end of the first term. Learners are welcome to discuss such requests with staff in the admin office.

### Concession Schemes

Occasionally, LWSBR may offer course fees at concessionary rates.

In such circumstances, learners wishing to take advantage of such schemes may need to meet certain criteria. They may also be required to present supportive official documentation to the administration team in order to check the validity of their claim and that they qualify for a concessionary rate.

Any document of proof will be returned to the individual concerned.

### Financial Support

The National Centre for Learning Welsh and LWSBR as a local provider have special schemes offering financial support to learners who may find it difficult to meet the costs of study. More information can be found about the Financial Contingency Fund:

<https://learnwelsh.cymru/support/financial-support/>

Otherwise contact the administrative office for information on how to apply for a LWSBR Bursary.

## **Repayments**

The re-payment of fees structure for our mainstream courses is outlined below:

- No show-ers (i.e. those registered who don't turn up to any of their course's classes) can present a claim for an 80% repayment of the fee paid. Any such claim has to be presented before the booking deadline date for the course. LWSBR will endeavor to ensure that any repayments deemed valid are processed during the first term.
- Learners who decide to drop-out within the first 4 weeks of commencement can present a claim for 50% re-payment of the fee paid. These claims need to be presented before the 8<sup>th</sup> week of the course commencing. LWSBR will endeavor to ensure that any repayments deemed valid are processed during the first term.
- No re-payments will be made to those learners who decide to leave their course after 4 weeks of commencement.

## **Penalties for Non-Payment of Fees**

If learners are deemed not to have ensured an appropriate payment, they will be asked to leave the course.

When balances of personal accounts are outstanding, LWSBR reserves the right to transfer the relevant information to an external debt collector agency. When forced to take this course of action, an additional administration charge (10% of the outstanding balance) will be added to the learner's account. Any further delays may result in legal action being taken against the learner and this may even progress to a CCJ being lodged against the individual concerned.

## **Exam Fees**

In order to support and encourage our mainstream learners to venture on sitting a WJEC Welsh for Adults exam, it is customary for LWSBR to offer paying the learners' examination fee. However, an administrative fee of £30 will be payable for failing to attend an exam.

## **Cancellations**

Every effort is made to ensure that courses can run as advertised. However, we reserve the right to curtail or cancel intended courses at any time or for any justifiable reason. In the event of a course cancellation, alternative appropriate classes will be sought and suggested for the learners to attend.

If a class has to be cancelled at short notice e.g. due to tutor illness or inclement weather, the administration team will endeavor to give as much prior warning to class members as possible. Tutors will also try to ensure that any lost ground due to the occasional cancellation is made up before the course comes to its intended conclusion. However on certain occasions, additional sessions may be added at the end of a term or academic year.

## **Changing of class times or location**

Whilst every effort is made to ensure consistency and regularity of the provision, enrolled learners will be notified as soon as possible should any changes be deemed necessary to class times or locations.

## **Transferring from a course**

A change in circumstances can result in a learner having to transfer to an alternative course during the year. This may be arranged but only in consultation with the course tutor and relative tutor-organizer, and any such transfer is dependent on current capacity within classes. Usually, one such transfer is permitted within a year. If the course fee is lower or of the same value as that of the original course, no action is needed. However, if the fee for the course being transferred to has a higher fee than that of the original, then the learner will be required to pay the difference in price.