

BWE Contingency Fund Policy



Dear Parents/Guardians,

At BWE (International Student Guardianship Ireland), we are committed to ensuring the well-being and support of your child during their time in Ireland. To maintain the high standards of our services, we are implementing a Contingency Fund Policy. This fund is essential to cover various expenses that may arise during the student's guardianship period.

Contingency Fund:

As part of our commitment to your child's safety and welfare, a Contingency Fund is established for unforeseen and miscellaneous expenses that may arise during their guardianship period. The minimum amount for this fund is set at €200 per student.

Benefits of the Contingency Fund:

- Immediate access to funds for emergency situations
- Streamlined and efficient handling of unforeseen expenses
- Transparency in financial transactions related to your child's guardianship

Policy Details:

Advance Payments:

BWE will not process miscellaneous or unforeseen expense requests in advance. All such expenses will be settled using the Contingency Fund, and a detailed report will be provided to parents upon fund utilisation at the end of each term (December and May)

Minimum Requirement:

A minimum payment as per the duration of study is required to be provided in the Contingency Fund prior to school start. This amount ensures that immediate and

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unforeseen expenses, such as medical emergencies or incidental costs, can be addressed promptly without delay.

Fund Utilization:

The Contingency Fund is designed to be versatile and can be utilised for any payment required for the student during their stay. This includes but is not limited to day-to-day and week-to-week expenses, school-related costs, clothing, additional books, medical expenses, and any other unforeseen expenditures that contribute to the student's well-being and overall experience during their guardianship period.

Notification of Fund Usage:

In the event of utilizing the Contingency Fund, parents/guardians will be promptly notified, along with a detailed breakdown of the expenses incurred.

Replenishment:

It is the responsibility of parents/guardians to replenish the Contingency Fund to the minimum required amount after notification of usage. Parents will be notified should the fund fall below €50. Immediate replenishment is recommended to ensure uninterrupted coverage of the student's expenses.

How to Replenish the Contingency Fund:

Funds can be replenished by making a direct transfer to the designated BWE account or via your booking agency. Details for fund replenishment will be provided in the notification of usage.

Refund or Carry Forward:

Any remaining amount in the Contingency Fund at the end of the academic year will be refunded within 30 days of the completion of the programme. Alternatively, with the

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consent of the parents, the remaining balance may be carried forward for the following academic year should a student wish to continue their studies for the next academic year.

End-of-Year Settlement:

Refunds or carry-forwards will be processed at the end of each academic year. Parents will receive a detailed statement of the Contingency Fund transactions.

By enrolling with BWE, parents/legal guardians acknowledge and agree to adhere to the Contingency Fund and Payment Policy outlined in this document, recognizing its significance in ensuring the well-being and support of the student during their guardianship.

Contact Information:

For any queries related to the Contingency Fund Policy, please feel free to contact our office at info@bwe.ie.

Thank you for your cooperation and understanding as we work together to ensure the safety and well-being of your child.