



The  
Manchester  
College®  
be amazing



**SUPPORTING**

**YOU WHILE**

**IN COLLEGE**

A GUIDE TO FUNDING SUPPORT  
(16-18)



# WELCOME

Here at The Manchester College we want each and every student to have the best possible opportunity to reach their potential, regardless of their starting point and the journey that they take to realise it.

That's why when you enrol on a course with us you know that you will receive all the help and support you need to achieve your ambitions.

To make sure that every student at The Manchester College can aim to achieve their full potential, we make sure that no student makes their journey to industry excellence alone! That means providing support on everything from your welfare and wellbeing through to career and progression advice.

At the heart of this sits our fully-Matrix accredited, award-winning Student Careers and Welfare Service.

Our role is to lead the development of careers education, information and guidance in the College, and support you by removing barriers to progression, learning and employment.

Our Student Careers and Welfare Service, which is part of Student Support Services, provides a comprehensive range of high quality, impartial information, advice and guidance including:

- Careers guidance
- Progression
- Learning opportunities
- Entry to Higher Education
- Welfare
- Housing
- Benefits
- Finance
- Accommodation
- Immigration for study

Our Advice colleagues are professionally qualified advisers (the majority are Level 6 qualified) who specialise in both careers guidance and personal support.

We work closely with a range of support departments in the College, to ensure you receive up to date industry knowledge, then help you to consider your options and plan a journey to a successful and rewarding career. Furthermore, we can help you understand student finance and funding, along with offering advice on money matters and how to avoid debt.

There are a range of ways to speak with our advisors based on the needs of your course area. This includes a combination of webinars, interactive materials, face to face, email, telephone and video call based interactions.

With so many ways to contact us, we're never far away from making sure you have everything you need to become the next generation of industry excellence.

**Stephen Brobbin**

Head of Careers, Employability, Welfare  
The Manchester College



# CONTENTS

<b>ACCESS TO INDUSTRY AWARD</b>	<b>4</b>
GO EAT	5
TMC GO	5
KIT UP	6
BREAKING BARRIERS AND GET SMART	6
EQUIPMENT	6
A HELPING HAND (VULNERABLE BURSARY)	7
THE DEAL AWARD	7
ELIGIBILITY	8
HOW TO APPLY	8
APPEALS	9
<b>UNDERSTANDING MONEY AND BANK ACCOUNTS</b>	<b>10</b>
<b>CONTACT US</b>	<b>11</b>



# ACCESS TO INDUSTRY AWARD



If you're aged 16-18 years old, you won't have to pay any course fees or exam costs whilst you study at The Manchester College.

During your time with us, there may be other things you have to pay for such as travelling to and from College, food and drink if you're on campus and any additional costs for course kits or equipment.

You might need to plan and budget for these but depending on your circumstances, we may have some financial support that could help.

We're committed to helping you achieve your goals and we firmly believe that finances shouldn't be a barrier to your success. As well as all the award-winning support you'll receive from our Advice and Support teams, we also have various bursaries in place that form The Manchester College's Access to Industry Award depending on your personal circumstances and household income.



**GO EAT**



**TMC GO**



**KIT UP**



**BREAKING BARRIERS**



**EQUIPMENT**  
(VULNERABLE SUPPORT BURSARY)



**A HELPING HAND**



**GET SMART**



**GO EAT**



Your teenage years are a time of rapid growth and development therefore a healthy, balanced diet is important. Stopping to eat lunch is important for your health, it provides energy and nutrients to keep the body and brain working helping to improve concentration and avoid fatigue, which is essential for study.

As part of the Access to Industry Award, we are providing up to £5.50 per day that will be loaded on to your ID badge. Our refectory works hard providing you with all you need to be able to work hard and achieve your goals so be kind to yourself and Go Eat.

We also offer free tea and toast to students who are in College between 8.00am and 9.00am. Why not use your GO EAT to add additional items to your breakfast or grab a drink on your break?

Please remember it's important you use your allocation as we can't reimburse what you do not spend at the end of the year.



**TMC GO**



Our travel support will not only help you with getting to and from College, it can also provide you with a way to explore all the great places in Greater Manchester.

Students aged 16 or 17 on 31st August that live in Greater Manchester can travel to College and explore Greater Manchester via bus for free with OurPass. You can apply and find out more at [ourpass.co.uk](http://ourpass.co.uk)

For students aged 16-18 who are not eligible for Our Pass and/or who live outside the Greater Manchester travel area there is support available through TMC Go.

Our TMC Go offer applies to 2023/24 only and is subject to available funds, terms, conditions and eligibility.

If you are awarded a bus pass, you will be able to load your travel pass onto your College ID at the main reception. If you misplace or lose your card, there will be £2 administration charge for a replacement.

You will be eligible for TMC GO if:

- Your household income is less than £35,000 per year
- You are enrolled with The Manchester College

Additionally, if you are eligible for Our Pass or TMC GO but are struggling to get to college by bus or it takes too long, you can make an appeal for alternative transport methods which will be assessed by the bursary panel. We will look at your individual circumstances and make awards for train or tram travel. You can download an appeals form from [tmc.ac.uk/travel](http://tmc.ac.uk/travel).



## KIT UP



Depending on your course requirements, we will provide you with support towards your essential kits, so you are able to achieve and move forward in your chosen career path. We will work with your course department to ensure we provide you with what you will need and in most cases at 100% of the cost.

## BREAKING BARRIERS



We understand that some students may need some extra support while studying. We have some very limited funds available for the most vulnerable students. Our aim is to help you remove barriers to your learning. Speak with a Careers and Welfare Advisor for more information.

We can provide vouchers, or in some cases cash into UK bank accounts, so please ensure you have loaded your details on your student portal.

We can not provide cash to 16-18 year old Asylum Seekers living with parents/guardians.



## A HELPING HAND

(VULNERABLE SUPPORT BURSARY)



We understand that some students may need some extra support to overcome specific barriers while studying. Due to changes in funding regulations, The Manchester College is changing how we pay the vulnerable bursary to students.

All students who are eligible for the award will receive

- Free meals while in college and payments during half term
- Travel to their campus
- Course kits/uniforms if needed
- Support for industry placement workwear
- Supporting your next steps such as mock interviews

### PLUS

Every student will receive a laptop and Wi-Fi connectivity to support their studies.

## GET SMART



Get Smart is there to support you when you are preparing to start a placement or attend a work/university interview. We know how expensive clothes can be, so let us help. We also know that when progressing to university the UCAS fees can be expensive.

We can provide support with vouchers for placement clothes and interview clothes.



## ELIGIBILITY



To be eligible for the 16-18 Access to Industry Award, students must meet the eligibility criteria:

- Aged over 16
- Aged under 19 on 31 August 2023 (or 31 August 2022 for those students progressing to their second year of a two-year enrolled study programme)
- Aged between 19 and 24 and subject to a Learning Difficulty Assessment or Education and Health Care Plan
- Enrolled to a The Manchester College course
- Eligible for Education and Skills Funding Agency (ESFA)
- Have a good attendance pattern in line with the College expectations
- Meet the minimum criteria relating to household income of £35,000.

If you wish to apply for Hardship or Get Smart you can speak with a Welfare Advisor, Student Experience or your Achievement Tutor.

To be eligible for Go Eat (an EFA free meal allowance - means tested benefit) a learner must be in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Child Tax Credit
- Working Tax Credit (WTC) run-on
- Universal Credit

For more information and guidance on eligibility, please contact us by emailing [careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk)

## APPEALS

If you wish to appeal a decision made by the Bursary team, you should put this in writing within 10 days of the decision. Please include reasons why you feel the decision is incorrect and provide any additional evidence.

## TERMS AND CONDITIONS

The 16-18 Access to Industry Award funds are paid from the college allocation of Discretionary Support Funds from the Education and Skills Funding Agency (ESFA).

These funds are paid to meet some of the costs associated with learning, to enable learners to attend college courses where financial issues may not have made this otherwise possible.

The funds are paid subject to learners meeting the conditions of your learning agreement in terms of learning goals and the standards of behaviour and maintain a good attendance pattern in line with the college expectations, which must be at least 10 guided learning hours per week.

Where a learner has been awarded the 16-18 Access to Industry Award, but they do not meet the attendance, behaviour and effort requirements, support may be withdrawn.

If a learner withdraws from their studies or stops attending the college, all support through the 16-18 Access to Industry Award will immediately cease and no future payments will be made.

If a learner loses their TMC GO bus pass, there will be a £2 charge for administration costs for a replacement. A refund will not be given for passes later found.

The 16-18 Access to Industry Award is limited and the college seeks to provide the maximum benefit to the most learners possible. If further payments cannot be made, all recipients will be informed of this in writing.

Funds are limited and not guaranteed these will be allocated on a first-come, first-served basis and will close when the full allocation has been spent. The fund will be reviewed on a termly basis. The college reserve the right to adjust the criteria in year according to funds available.

## HOW TO APPLY



You can apply for the Access to Industry Award using the student apply portal.

What you will need:

- Proof of household income
- Proof of welfare benefits income
- Bank account details

Proof of household income can be evidenced through:

- P60
- Tax Credit Award Letter (Child or Working)
- Benefit Award Letter
- Universal Credit
- Part IV Immigration & Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Wage slips for last three months
- Self-assessment tax calculation or certified accounts
- Evidence of self-employment
- Tenancy agreement (for Support U Vulnerable Support Bursary)



# UNDERSTANDING MONEY AND BANK ACCOUNTS



Do you know the difference between a basic, low interest direct debit account, current, gold and platinum accounts? Or ISAs, Capital Bond, savers, student accounts and budgeting accounts?

Bank accounts fall into four main categories:

- Basic account
- Current account
- Savings account
- Student account

Most accounts can be accessed online, by telephone and in your local branch.

## BASIC ACCOUNT

This is a simple account that allows you to pay money in and withdraw cash with a debit card. Some basic accounts will allow you to set up direct debits and standing orders, but do not earn interest. A Young Persons bank account is a basic account.

## CURRENT ACCOUNT

This account will pay interest on credit and charge it on debt. In some cases, an overdraft may be available on request, but this is dependent on your credit score. Like the basic account you can arrange standing orders and direct debits to manage your funds. Incentives are offered to new customers and online banking apps/ telephone banking is generally available.

## SAVINGS ACCOUNT

This account allows you to earn interest on your funds. This can be at variable or fixed rate and paid on your balance. Some have limited access or have restrictions e.g. ISAs, fixed rate bonds, to help you save. They will not allow Standing Orders and Direct Debits to be set up or debit cards.

## STUDENT ACCOUNT

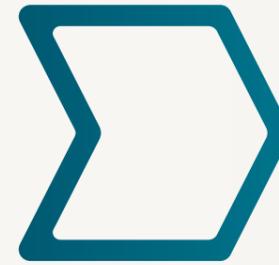
Student accounts are current accounts with fixed incentives such as railcards or extended overdrafts. Therefore, it is important that you compare each undergraduate and changes to graduate account before you choose the best options for your lifestyle. To open a student account, you will require a UCAS offer letter, proof of identity and residency for term and home address.

## HOW TO APPLY

Many banks will allow you to open an account in branch or online. You will be expected to complete an application form and to provide proof of your identity, evidence that you are a resident of the UK, and that you are resident at your current address. Most banks will accept your passport, identification card, birth certificate and a utility bill.

## WHAT IF YOU HAVE A PROBLEM WITH YOUR BANK?

If you are experiencing difficulties with your bank, you can report your concerns to the financial Ombudsman at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk).



# GET IN TOUCH



For more information or if you have any questions, please contact a member of the team. We have dedicated advisors available between 9am-4pm every weekday.

**TEL:** 03333 222 444

## FOR STUDENT ADVICE

[careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk)

## FOR BURSARIES

[bursaryteam@tmc.ac.uk](mailto:bursaryteam@tmc.ac.uk)



The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual learners.

This information is also available in a range of formats, such as large print, on request.



The  
Manchester  
College®

be amazing

[TMC.AC.UK](http://TMC.AC.UK)

 **03333 222 4444**  **enquiries@tmc.ac.uk**

 **THE MANCHESTER COLLEGE**  **@THEMCRCOLLEGE**

 **@THEMCRCOLLEGE**  **@THEMCRCOLLEGE**