



## Get Ready for Higher Education

For students progressing in 2025

**ucas.com**

### Research is key

You can use UCAS to research the range of courses available and at which universities. Its important you choose the right course and university for you and what your career aspirations are. You can also look at attending university open days to get an idea of the facilities and speak with university staff. Go to [University events and open days | Undergraduate | UCAS](#)

What you should be doing now...

1. Register with UCAS at [ucas.com](#)

*You will need a BUZZWORD its **TMC2025** (this links you to the college)*

2. Complete your details

3. Add your education history

4. Complete employment history

5. Select your course choices

*You can choose 5 course choices*

6. Write a personal statement

7. Submit your application (*you should aim at completing this by the Christmas break*)

## START YOUR SEARCH NOW

### GET YOUR UCAS HUB

Your place to discover your options and research your future.

[Learn all about filling in your UCAS application for uni](#)



What will be your process, because you have linked your application to the college

Register and complete all sections of the application

Pay the UCAS fee. The fee will be £28.50 for up to five choices. There is a waiver available, see next page

Submit your completed application

This will now pass to your tutor for a reference

We will check your application and submit to UCAS

## UCAS FEE WAIVER

Are you receiving bursary free school meals, or have you received free school meals in the last 6 years?

**Free school meals application fee waiver:** For the 2025 cycle, if you have been in receipt of free school meals at some point during the last six years (during your secondary education) up until the end of your final year, you will be eligible to have your application fee waived.

### How to get the waiver

1. In the 'More about you' section of the application you need to confirm you are receiving free school meals with The Manchester College or that you have received free school meals in the last 6 years during your secondary education.
2. When you complete the 'Pay and Submit' your application you will need to choose the '**Apply with waiver**' option.

### Important to note

Once you have submitted your application, the careers and welfare team will carry out checks to ensure you are receiving the bursary free school meals with The Manchester College. This does not include any meals you have been awarded from hardship. This is then verified before your application is sent to UCAS.

**Question.** What if I am not receiving free school meals with The Manchester College, but I did receive free school meals during my secondary education in the last 6 years.

**Answer.** That's fine, you will need to show evidence of this to the Careers Advisor on your Campus. This can be an award letter, letter from your school or the local authority.

**Question.** What if I can't provide the evidence?

**Answer.** It's your responsibility to show evidence of free school meals during your secondary education in the last 6 years. Your application will be returned to you, and you will have to pay the UCAS fee by Credit/Debit card.

**Question.** What if I have never had free school meals?

**Answer.** Unfortunately, you will not be eligible for the fee waiver. However, if you feel the cost is unaffordable you can speak to a welfare advisor on your campus about our hardship provision.

*The fee waiver is only for students who are receiving free school meals via the college bursary or received free school meals in the last 6 years during secondary education. If you are an adult student 19+ and received free school meals more than 6 years ago, the waiver will not apply. However, you can speak to a welfare advisor on your campus about our hardship provision.*