



The
Manchester
College®
be amazing



FEES,

FINANCE

AND FUNDING

SCHOOL LEAVER (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 Careers, Employability and Welfare Team.

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.

Careers, Employability and Welfare (CEW), 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.

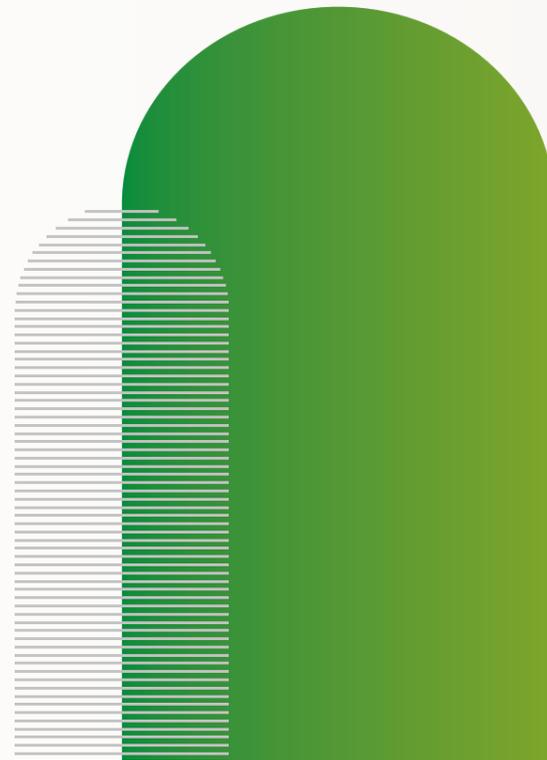
We work closely with a range of support departments in the College, to ensure you receive up to date industry knowledge, then help you to consider your options and plan a journey to a successful and rewarding career. Furthermore, we can help you understand student finance and funding, along with offering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



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STUDY PROGRAMME 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 Study Programme Award (SPA) depending on your personal circumstances and household income.



GO EAT



GO EXPLORE



KIT UP



BREAKING BARRIERS



EQUIPMENT (VULNERABLE SUPPORT BURSARY)



SUPPORT U



THE DEAL AWARD



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 SPA, we are providing up to £3.50 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 before 8.45am.



GO EXPLORE



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 16-18 can travel to College and explore Greater Manchester with OurPass. For students who are not eligible for OurPass, we've been working with Transport for Greater Manchester (TfGM) to incorporate your bus pass with your College ID and if eligible, you will be able to load a travel pass onto it every 28 days.

You will be able to load your travel pass onto your College ID using your smart phone or tablet. If you misplace or lose your card, there will be £2 administration charge for a replacement.



KIT UP



Depending on your course requirements, we will provide you with up to £75 towards your essential kits so you are able to achieve and move forward in your chosen career path. Some examples of kit include:

- Hospitality and Catering – £71.85
- Construction and Engineering – £20
- Hair and Beauty – £75
- Travel, Tourism and Aviation – £16.90

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.

EQUIPMENT



We understand that learning remotely can be difficult if you don't have the equipment. During enrolment, we will ask you if you have access to any equipment at home. If not, you will be able to loan equipment from the library.

Before we can provide any equipment, you must sign the College's Acceptable Use of IT policy and IT Agreement form.



SUPPORT U (VULNERABLE SUPPORT BURSARY)



We understand that some students may need some extra support to overcome specific barriers while studying. If eligible, you may receive an award of up to £1,200 per year. This will be paid direct into your bank account over eight payments.

To be eligible for the bursary you must meet one or more of the following:

- Be aged 16 or over but under 19 on 31 August 2021
- Be aged 19 or over on 31 August 2021 and have an Education, Health and Care Plan (EHCP)
- Be aged 19 or over on 31 August 2021 and continuing on a study programme you began aged 16 to 18 ("19+ continuers")
- Meet the residency criteria

THE DEAL AWARD



If you adhere to The Deal standards, you could receive a cash award of up to £180. The Deal represents the professional standards and behaviours that we would like our students to commit to. There are seven areas The Deal covers and all of them are important to the culture of our College, including being respectful, collaborative, proactive, committed, responsible, ambitious and professional.

Members of staff such as Tutors, Achievement Tutors and Heads of Departments can nominate students and the awards will be a cash amount and paid into a valid UK bank account between May and June.



AND

- In care or a care leaver
- In receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in your own right

This funding is based on a financial assessment, your continued attendance of a minimum 87% and subject to residency/settled status conditions. All funding is subject to change.



ELIGIBILITY



To be eligible for the 16-18 SPA, students must meet the eligibility criteria:

- Aged over 16
- Aged under 19 on 31 August 2021 (or 31 August 2020 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
- Aged 16 to 18 and enrolled to an ESF programme
- Enrolled to a The Manchester College course
- Eligible for Education and Skills Funding Agency (ESFA) or European Social Fund (ESF) funding
- Have a good attendance pattern in line with the College expectations
- Meet the minimum criteria relating to household Income of £20,000 or less

- 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

HOW TO APPLY



You can apply for the SPA during enrolment. Alternatively, head to tmc.ac.uk/finance to download the application form.

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)

Please use your college email address when providing this information to the Bursary team.



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 Study Programme Award funds are paid from the College allocation of Discretionary Support Funds from the Skills ESF.

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 their learning agreement in terms of learning goals, the standards of behaviour as well as maintaining a good attendance pattern in line with the College expectations, which must be at least ten guided learning hours per week.

Where a learner has been awarded the 16-18 Study Programme 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 Study Programme Award will immediately cease and no future payments will be made.

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

Students with caring responsibilities can make an application for the Vulnerable Support Bursary of £1,200 per year, paid over the period of study.



The ESF 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.

Due to Covid-19 the College will continue to monitor the situation, following national and local guidelines. The Bursary team will arrange payments for travel and meals using the BACS payment system.

The College reserve the right to adjust awards accordingly.

Information in this brochure is correct at time of print but may be subject to change.



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.



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

FOR BURSARIES

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.



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TMC.AC.UK

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