

STUDENT HANDBOOK

2026/27



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WELCOME TO



The
Manchester
College
be amazing

We are so pleased that you have chosen to study with us.

This handbook will provide key information to help you to settle in to college life and to support you throughout your studies. Please familiarise yourself with the content and revisit your handbook regularly.

We hope that you enjoy your time with us, develop the skills, knowledge and behaviours you need for your next steps, form lasting friendships and positive working relationships, make the most of the opportunities you are offered and feel proud to be a student at The Manchester College.





HIGH EXPECTATIONS

The Deal

The Deal represents the professional standards and behaviours that students and staff at The Manchester College commit to. They are here to support you and help you make the most of your time at college. 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**
- **Professional**



Throughout the year, you'll have the opportunity to develop these skills and qualities in each aspect of your programme, which will also prepare you for your future employment opportunities.

Your teachers, achievement tutors and support staff will recognise how you've met The Deal behaviours through the college's recognition portal, so make sure you check your emails regularly.



RESPECTFUL

- Be inclusive and kind
- Show appreciation
- Be honest



COLLABORATIVE

- Share ideas
- Show understanding
- Work together



PROFESSIONAL

- Be here and be ready
- Wear your ID
- Be employable



PROACTIVE

- Solve problems
- Get involved
- See it, say it, sort it



AMBITIOUS

- Be determined
- Aim high
- Be proud



COMMITTED

- Finish what you start
- Dig deep and try hard
- Hit your deadlines



RESPONSIBLE

- Take ownership
- Have a can do attitude
- Lead by example



The Manchester College
be amazing

The Deal be amazing

#TOGETHER WE CAN

HIGH EXPECTATIONS

We have high expectations to create a challenging environment where you engage in all classes, meet deadlines, and maintain professional behaviour, including always wearing your ID badge. Our professional standards - outlined in The Deal - are based on student feedback and employer expectations. The Deal covers seven areas crucial to our College culture, and you are expected to adhere to these standards.

At The Manchester College, we set high expectations for every student to help you achieve your full potential and prepare for your next steps in education, employment, or training. We expect you to attend all lessons on time, come prepared with the correct equipment, and engage actively in your learning. You should complete all assignments to the best of your ability, meet deadlines, and seek feedback to improve. We expect students to follow The Deal, ensuring that your work is completed with honesty and integrity.

We value respect, responsibility, and professionalism, both in the classroom and around campus, and expect you to contribute positively to our college community. By meeting these standards, you will gain the skills, knowledge, and behaviours that employers, universities, and apprenticeships are looking for.



YOUR COLLEGE ID AND LANYARD

At The Manchester College, we are committed to providing a safe, secure and welcoming environment for all students, staff and visitors. Wearing your College ID card and lanyard helps us to maintain campus security, identify members of our college community, and ensure that everyone feels safe while on site.

You will be issued with a College ID card and lanyard when you enrol. As part of the College Uniform Policy, your ID card and lanyard must be worn and clearly visible at all times whilst on campus, including during lessons, breaks and free periods. If a member of staff cannot see your ID card, they will ask you to make it visible. We understand that, on occasion, you may forget to bring your ID card. If this happens, you must report to Reception on arrival and obtain a temporary wristband before accessing the campus.



Forgotten ID cards

First and second occasion: You must sign in at Reception and wear a temporary wristband for the day.

Third occasion: You will be required to purchase a replacement ID card before being permitted access to the campus.

Lost ID cards

If your ID card is lost, stolen or damaged, you must report this as soon as possible and purchase a replacement card.

The safety and welfare of our students and staff is a priority. Failure to wear your ID card and lanyard, or to follow these requirements, may result in you being refused access to the campus or asked to leave until suitable identification is provided.

ATTENDANCE & PUNCTUALITY

Attendance and punctuality are integral and fundamental to your learning. The core expectation for all students is: 100% attendance and 100% punctuality. Students with consistent attendance and punctuality issues are considered to be at risk of failing to achieve and will be subject to our Fitness to Study process or our Student Disciplinary Process.

Attendance and Progress Monitors are responsible for tracking and monitoring attendance and punctuality. They will work with you and your next of kin to help you attend all classes and any exams on time.

If you are unable to attend college, you should call 03333 222 444 (option 3). or get in contact by using the email below for your campus. You must also contact your teacher or Attendance and Progress Monitor.

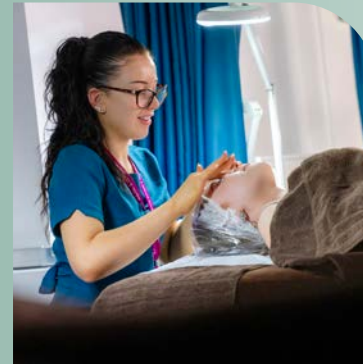
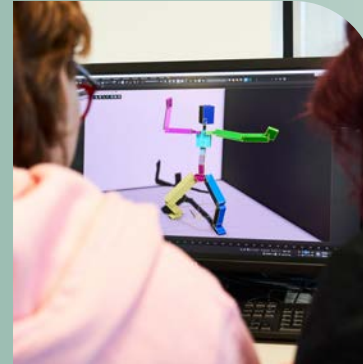


CAMPUS	ADMINISTRATION CONTACT DETAILS
Citylabs	Attendancecitilabs@tmc.ac.uk
City Campus Manchester	AttendanceCCM@tmc.ac.uk
Harpurhey	AttendanceNMSF@tmc.ac.uk
Nicholls	AttendanceNich@tmc.ac.uk
Openshaw	AttendanceOpenshaw@tmc.ac.uk
Wythenshawe	AttendanceWythenshawe@tmc.ac.uk

YOUR TIMETABLE

Your timetable is made up of some of the following components designed to help you become work ready, develop your wider skills and prepare you for your future career:

- Core qualification e.g. BTEC, a technical course or T Levels
- Support, including tutorials
- English and maths (depending on prior qualifications)
- Employability, including work experience and employability skills
- Enrichment – curriculum-based and campus/external extra-curricular opportunities
- Directed and independent study
- Careers information, advice and guidance (including progression routes)
- Group tutorials and individual 1:1 progress reviews



TERM DATES 2026-27

Autumn Term

16-18 Induction week begins: 7th September 2026
Autumn term begins (16-18): 14th September 2026
Adult Induction week begins: 14th September 2026
Autumn term begins (Adult): 14th September 2026
Autumn half term: 26th October – 30th October 2026
Term ends: 17th December 2026
Christmas holiday: 18th December – 1st January 2027

Spring Term

Spring term begins: 5th January 2027
Spring half term break: 11th February – 19th February 2027
College Closed: 25th March 2027
Term ends: 2nd April 2027
Easter holiday: 5th April – 16th April 2027

Summer Term

Summer term begins: 19th April 2027
Summer half term: 31st May – 4th June 2027
Term ends on or before: 2nd July 2027



TUTORIAL SUPPORT

Your Achievement Tutor

You will meet your Achievement Tutor during your induction week. Your Achievement Tutor will meet with you to review your academic progress and support you. Along with Attendance and Progress Monitors, your Achievement Tutor will monitor your attendance and punctuality and make sure you are meeting the college target of 100% attendance.

All full-time 16-18 students will engage in an initial review and will have a minimum of three individual 1:1 progress reviews per academic year, with the conversation and outcomes recorded by their Achievement Tutor.



SUPPORTED LEARNING

Welcome from the Supported Learning Team!

We take pride in being a fully inclusive college and our programmes of study are achievable for all. Our Supported Learning Team provide additional learning support for students on vocational and technical programmes, making our courses as accessible as possible for everyone.

If you have a Special Educational Need or Disability (SEND), you can access support from the Neurodiversity Team, who also offer Exam Access Arrangements assessments for potential support in exams. We offer study hubs to support you to develop your literacy and numeracy skills. If you have an Education and Health Care Plan (EHCP), you may be supported by a SEND Support Practitioner (SSP) to provide in-class support or keyworking. Students with EHCPs will also have an annual EHCP Review and work towards Preparing for Adulthood (PfA) targets based on your EHCP Outcomes.

We are committed to supporting aspirational outcomes and removing barriers to learning. We aim to provide an inclusive, supportive learning environment for all, to help you to achieve your full potential.

You can self-refer to the Supported Learning Team through the Student Hub.

If you have any questions about the support available to you, please contact the Head of Additional Learning Support on your campus.



SUPPORTED LEARNING CONTACTS

Andy Armstrong
armstronga@tmc.ac.uk
Openshaw Campus

Jenny Barnard
jbarnard@tmc.ac.uk
City Campus Manchester

Jennifer Colville
jcolville@tmc.ac.uk
Wythenshawe Campus

Aliya Khan
akhan@tmc.ac.uk
Harpurhey Campus
Key contact for students with
sensory needs (hearing and visual)

To contact the Neurodiversity Team,
please contact Tracey Melling
specialistsupport@tmc.ac.uk
or
AccessibilityHub@tmc.ac.uk





Wythenshawe Campus

WORK EXPERIENCE AND CAREERS DEVELOPMENT

Work experience is a mandatory part of your study programme or T Level course and is a great opportunity to develop the knowledge, skills and behaviours employers value while applying what you have learned at The Manchester College.

You will attend weekly Knowledge, Skills and Behaviours (KSB) sessions, where you will explore employability skills, career planning and work experience opportunities.

A work placement provides valuable insight into your chosen industry, helping you understand different job roles, build confidence, develop workplace skills and make informed career choices. It also gives you the chance to build professional networks with employers.

We work with hundreds of employers who offer meaningful placement opportunities. Each curriculum area has a dedicated Employability and Partnership Co-ordinator (EPC) who will help you find a suitable placement and provide support throughout the process. Opportunities will also be shared during your KSB sessions, and your EPC's contact details can be found on campus information screens.



WORK EXPERIENCE AND CAREERS DEVELOPMENT



Meet your Employability Team!

We use Grofar to organise and monitor placements. You must update your Grofar record after each placement session, just as you would complete a timesheet. Keeping your record up to date is an important part of your placement.

While on placement, you are representing The Manchester College. Be professional at all times: arrive on time, communicate respectfully, show enthusiasm and demonstrate a positive attitude. Make the most of every opportunity to develop your skills and leave a lasting impression.



Many students progress into apprenticeships or employment with their placement employers. Your work experience could be the first step towards a successful career, so embrace the opportunity, ask questions, build your confidence and enjoy the experience.

PERSONAL DEVELOPMENT



Your personal development is an important part of your education. You will attend tutorials to help develop your knowledge and understanding of the following:

Safeguarding

Safeguarding means protecting you from harm. Your safety is our highest priority. In these sessions we will discuss how you can stay safe in college, online, and in the workplace. You will develop your knowledge and understanding of important topics such as gun and knife crime and look at personal safety and the safety of those around you.



Equality, Diversity and Inclusion

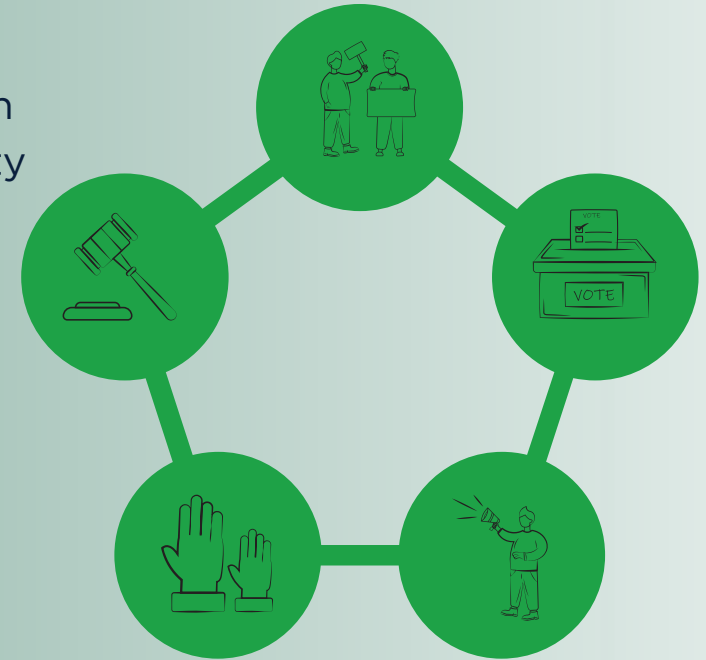
Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. Diversity is about what makes each of us unique and includes our backgrounds, personality, life experiences and beliefs - all of the things that make us who we are. Inclusion is to include all people. It is about giving equal access and opportunities and getting rid of discrimination and intolerance. We will discuss the importance of working, living and learning in an inclusive and multi-cultural society.

PERSONAL DEVELOPMENT

British Values

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain, valuing our community and celebrating diversity of the UK. These values are:

- Democracy
- Rule of Law
- Respect
- Tolerance
- Individual Liberty



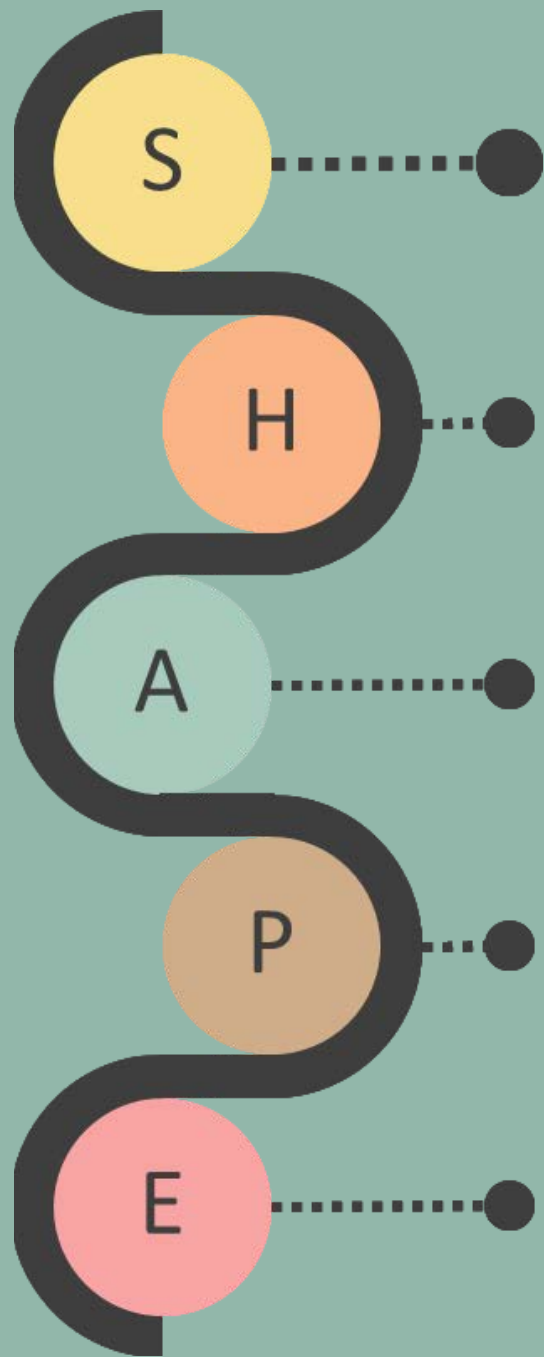
Radicalisation and Prevent

Radicalisation is when an individual or group adopts extreme political, social, or religious views that can lead to violence. Prevent is about stopping people from being radicalised and becoming terrorists or supporting terrorism. Sessions will explore potential signs that a person may be being radicalised and how you can protect yourself and others around you from harmful content.



GROUP TUTORIALS

Tutorial sessions are based around the SHAPE model:



Society and Citizenship

EDI; British values; judicial and legal systems; parliamentary democracy and political activity; social engagement; free press; political systems abroad; human rights and international law; registering to vote; religious studies; identity; contributions to the community; fundraising; etc.

Health and Wellbeing

Healthy eating and nutrition; physical activity and exercise; stress management and relaxation techniques; preparing mentally for exams; emotional literacy; sleep hygiene; substance abuse awareness; sexual health education; mental health awareness; body image and self-esteem; digital wellbeing; first aid basics; knife crime; radicalisation and extremism; etc.

Academics and Progress

UCAS fairs and applications; progression to higher education – internal and external; note taking; referencing; writing bibliographies; primary and secondary sources; exam preparation and test-taking techniques; presentation skills; critical thinking and analysis; research skills and academic writing; personal skill development etc. (confidence, resilience, collaboration, teamwork; etc.)

Personal Money Management

Personal money-management; reading payslips; pensions; income tax and other reductions; mortgages and loans; saving and investing; fraud and scams; insurance; car loans; avoiding and managing debt; smart shopping and spending; renting a home; budgeting basics; financial goal setting; self-employment; digital currencies; opening and managing bank accounts; etc.

Essential Life Skills

Basic cooking and nutrition; household management; budgeting; effective communication; healthy relationships; fostering creativity; stress management; decision-making and problem-solving; understanding and managing emotions; digital literacy and avoiding online scams; basic first aid and health care; media literacy; understanding bias; home DIY maintenance and repairs; travel and transportation skills; safety and emergency preparedness; conflict-resolution; etc.

ENRICHMENT

Enrichment is a positive part of being at The Manchester College. Our dedicated Enrichment Coordinators design a wide variety of exciting activities to complement and enhance your studies. Whether you're interested in joining clubs and societies, taking part in events and trips, or exploring volunteering opportunities, there's something for everyone. It's your chance to make the most of your time with us - try something new, pursue your passions, meet new friends, and have loads of fun along the way.

The information below gives you an overview of activities that are available to you as part of your study programme with TMC.

- First aid awareness
- British Sign Language (BSL)
- Driver awareness and road safety
- Money matters
- Move more sessions
- The Duke of Edinburgh Award
- Campus local offer
- Clubs and societies
- Awareness day events
- Student Ambassador Scheme
- Eco-Schools community programme
- Volunteering

Make sure to visit the Enrichment Zone on your campus and speak to the Enrichment Coordinator to find out more. You can also access any upcoming Enrichment Activities and Events by visiting the [Enrichment Calendar on the Student Hub](#).



STAYING SAFE



We want you to feel safe when you're at College and we understand that sometimes situations happen that affect how safe you feel. As a student at TMC you have access to the Student Support Team based on every campus. Look out for the Student Support Hub logo or ask at reception.

You will be able to access information and support focused on keeping you safe and also enabling you to access a wide range of support and guidance. The topics and support include:

- Emotional health and wellbeing (looking after your mental health)
- Sex and relationships
- Keeping safe online

You can access support at any time by speaking to your teachers or by visiting the team on campus. Look out for support pages via the [Student Hub](#).

It is really important that you feel safe at college. If at any time you feel unsafe or worried, please speak to any TMC staff member – identified by the staff lanyard.



STUDENT SUPPORT: THE PASTORAL HUB

We pride ourselves on creating an environment where you are free from prejudice or harm. If at any time you feel unsafe or worried, please speak to any TMC member of staff, who will be able to provide greater guidance and, where appropriate, identify the necessary team to support you.

On each campus you will find a Pastoral Hub which you can drop-in to throughout your College day if you need advice & guidance about any aspect of your life. Each Hub has a team of Pastoral Support Officers to address your pastoral and welfare needs, including helping you to engage with your studies and enjoy your time at college. In addition, we have a commitment to safeguarding and you will also find our team of Safeguarding Practitioners available in the Hub to support you on each campus.

Come along and speak to a member of our staff, who will direct you to the right team.



Supporting your emotional health & wellbeing

We have Emotional Health and Wellbeing Practitioners based at all our campus sites who provide one-to-one support. They also organise wellbeing themed days and activities, and signpost students to external services that offer additional support, helping to ensure all students maintain positive wellbeing. Visit your Pastoral Hub to see how we can support you.

Inclusive campus community

Each campus has a Campus Cohesion Officer who is there to promote a positive learning environment and inclusive campus culture. They will support you to develop professional behaviours, inclusive attitudes and conflict resolution skills. If you feel worried or concerned about student behaviour on campus, please speak to your Cohesion Officer who can help you further.

Care-experienced students

Care-experienced students have access to dedicated support throughout their time at college. Our designated teachers and care experienced pastoral support officers are here to help with your studies, wellbeing, and any additional support. You'll also have a Personal Education Plan (PEP), reviewed each term, to ensure you're fully supported to achieve your goals.



LIBRARIES

Your library is here to help you get the most from your studies by offering you a range of support and services. You'll find libraries on all campuses. Our library support and services include:

Resources

Such as ebooks, journals, textbooks and databases are available to support your course. The library team will be happy to show you how to access all the resources you need.

Basic IT support

Assistance with logging in, changing your password, help using Teams, Excel, Word, and much more.

Subject guides

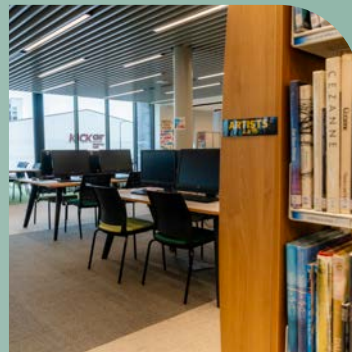
There is a subject guide for every course which recommends online resources to support your subject.

Access to study spaces

Access to spaces including PCs, laptops, printing and printing top-ups. There are laptops available to loan in all our libraries.

Study skills help

We can support you online and face-to-face on topics such as essay writing, referencing and research skills.



CAREERS AND WELFARE

We are an all-age Careers and Welfare Service offering support with...

- One-to-one appointments
- UCAS support
- Welfare and TMC Bursary support
- Touch Point drop-in service
- Groupwork and webinars
- Email and on-line support
- Events

Email: careers&welfare@tmc.ac.uk

Website: www.tmc.ac.uk/student-life/support

To book an appointment use the QR code on main reception or careers and welfare hubs.



MONEY MATTERS

Money matters can be a big concern but you don't need to worry. Our expert team can advise you on all kinds of financial issues, helping you to budget, plan ahead and get the support to help you afford your time at college.

Our Careers & Welfare team can help you understand any costs associated with college and discuss any finance or funding opportunities available to you. We can also give you advice and guidance on budgeting, dealing with debt and general money-saving tips.

All our advisors are fully supportive and will not judge you at all, no matter what your circumstances might be. They are experienced in money matters and trained to help with sensitive issues such as financial hardship.

Our team can help you with a range of welfare support and connect you to an organisation who can help further. Just speak to reception at your campus, email careers&welfare@tmc.ac.uk, or call the Careers & Welfare team on 03333 222 444.



BURSARY SUPPORT

Are you aged 16 to 18? You could get bursary support with...

- Travel to get to College
- Alternative travel for train/tram
- Free school meals or enhanced free school meals
- Kits and materials for your course
- Vulnerable support bursary
- Work placement support
- Limited laptop loans (hardship assessment)
- Hardship support
- Care to learn childcare support

Scan the QR code to find out more:



Plus, all students will get a free breakfast comprising of a drink (tea/coffee/water) and toast/yogurt/cereal or a piece of fruit from 8:00 to 9:30am every day on campus.

Harpurhey Campus

TRANSPORT

Our Pass

If you're aged 16 or 17 on 31st August 2026 and live in Greater Manchester, then you will be eligible for Our Pass, which grants you free bus travel across Greater Manchester. For a one-off £10 fee, members can travel on most local buses, any day of the week, for free. Members can also get half-price off-peak 1 day and weekend travelcards on Metrolink. Membership unlocks exclusive offers and experiences: discounts, special offers, free tickets, swimming and leisure passes, merchandise, taster sessions and much more.

If you're aged 18-21, live in Greater Manchester and were previously in the care system (for example, foster care or residential care), you may qualify for free travel on buses in Greater Manchester and be able to benefit from membership of Our Pass Exclusives. You will need to apply for a Bee Photocard and pay a £10 administration fee for the card itself. This is also a smart card and it will have a travelcard loaded, giving you free travel on most Greater Manchester buses up to your 21st birthday.

To apply you will need:

- An email address
- A passport style photo to upload
- Proof of your date of birth
- Proof that you live in Greater Manchester
- A way to pay

For more information on these and to apply, go to ourpass.co.uk



TRANSPORT

TMC Go

If you are aged 16-18 and are not eligible for Our Pass or live outside the Greater Manchester travel area there is support available through TMC Go. TMC Go will operate on your College ID badge as a travel pass on bus transport only. If journey by bus isn't feasible you can put an appeal in to have your support adjusted to tram or train. This is assessed on an individual case by case basis.

As well as TMC Go and Our Pass there are several other city-wide initiatives to help you get across Manchester using public transport at either a discounted price or for free. Free buses run around the city every 10-15 minutes on weekdays and every 15-20 minutes on weekends.



Choosing a combined train and tram ticket allows you to travel free on Metrolink trams in Zone 1 if you have bought a rail ticket for travel from any Greater Manchester station to a city zone station - just request a Metrolink add-on free of charge when purchasing your rail ticket.

Save 1/3 on rail tickets when you purchase a yearly railcard (£30 for a year), a Student Railcard (16-25) or railcards for Veterans and Disabled Persons.

How to apply

Go to the [APPLY portal at tmc.ac.uk](https://tmc.ac.uk) and complete the application. You will need to upload evidence to support the application. The Manchester College offers a range of financial support through the Access to Industry fund which you can apply for on the same application. This includes free College meals, essential course kits and additional support for the most vulnerable students. You may also need a valid UK bank account as occasionally we may make payments to your bank account.

Please note: For financial support we will only communicate via your College email so its vital you know your details and you are checking this on a regular basis.



STUDENT VOICE

Have your say at College!

We're really excited to work with you during your time at college. Your voice matters, and we want to hear what you think about college life. You have a unique view as a student, and your feedback helps us make improvements that benefit you and others. That's why we're offering lots of ways for you to get involved, share your ideas, and build your skills.

Here's how you can get involved:

- Join your campus Student Leadership Team
- Become a Student Rep or a Student Governor
- Take part in the My Voice survey
- Participate in focus groups and student events
- Chat with staff at informal café events
- Have lunch with our College Principalship Team

If you're interested in any of these roles or activities, fill in a short application and tell us what skills and qualities you can bring.

[Click here to apply](#)

Got questions or ideas?

We'd love to hear from you. Email: studentvoice@tmc.ac.uk



City Labs Campus

GETTING STARTED WITH I.T.

How to log in on a campus PC

Log in using your student email address and temporary password provided during enrolment.
[StudentID]@stu.tmc.ac.uk.

Change your Password: If prompted, change your password at first logon.
If not prompted, press: Ctrl + Alt + Del > Change password.

Password rules

Minimum 8 characters.

Must include 3 of the following: uppercase letters, lowercase letter, number, special character.

Try using a passphrase, Think of 3 or more random, unrelated words, Mix in some numbers, upper case letters and special characters and you have a passphrase. They can be much easier to remember than traditional passwords. Don't reuse a password you have used before.



WIFI AND VPNS

Connect to WIFI

After you have changed your password, connect your phone to the TMC WIFI. If you see a prompt to trust the CA certificate, select 'trust'.

Install Microsoft Authenticator on your phone from the app store.

You will need this app to configure Multi-Factor Authentication (MFA) when you are prompted after login

VPNs

When connecting to the College systems, if you use a personal Virtual Private Network (VPN) service such as Nord, it may appear that you are connecting from a different location or network than normal. As a result, you may be more likely to receive additional Multi-Factor Authentication (MFA) prompts or other account verification checks. To help avoid unnecessary authentication challenges, we recommend disconnecting any personal VPN service before accessing College systems.

If you experience sign-in issues while using a VPN, please disconnect the VPN and try again before contacting the Service Desk.



TOPPING UP A STUDENT ID BADGE

We are encouraging students to use cash less often across our campuses where possible. Our Openshaw and Wythenshawe campuses are already cashless at all refectory outlets. Our City Centre, Nicholls and Harpurhey campus will all move to being cashless outlets in the 26/27 academic year.

The Top Up Portal allows parents, carers and guardians to add money to a student's ID badge so they can buy food from our refectory outlets. Students can also pay by card or Apple Pay. If online payment is not suitable, cash can still be added using the cash loaders available on site. For a brief period, cash may also be accepted at till points at our City Centre, Nicholls and Harpurhey campus while we continue to transition these arrangements.

For a parent to add money to your ID badge, they will need to register for an account on the Top Up portal. Please use this link to register and top up a student's ID badge: <https://topup.ltegroup.co.uk/>

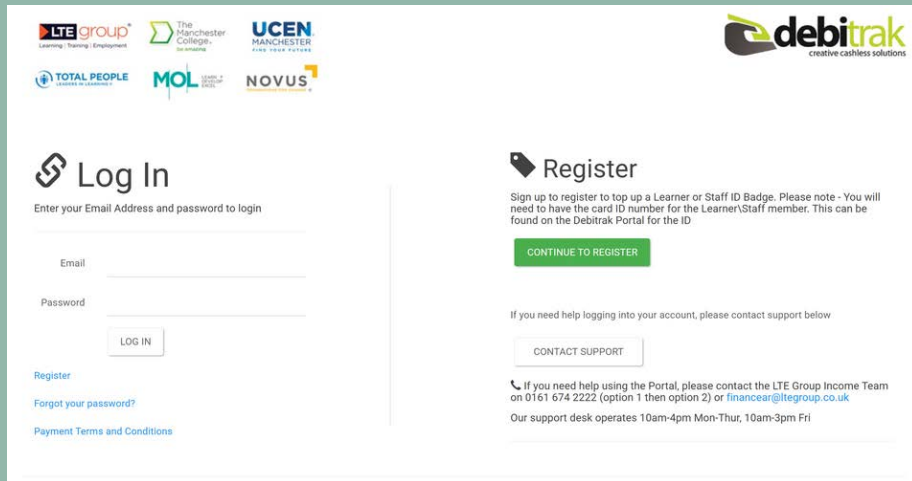
You will need to provide your student ID card number to set up the account. You can find this by logging in to their Debitrak account via the Student Hub. Please keep login details safe. Your parent(s) can return to the portal at any time to add money or manage the student ID badges linked to the account.

Your parent(s) will then need to complete the steps on the following pages:



How can your parent(s) top up your Student ID?

1: To set up your account, parents should register at topup.ltegroup.co.uk/Signup.



Log In
Enter your Email Address and password to login

Email

Password

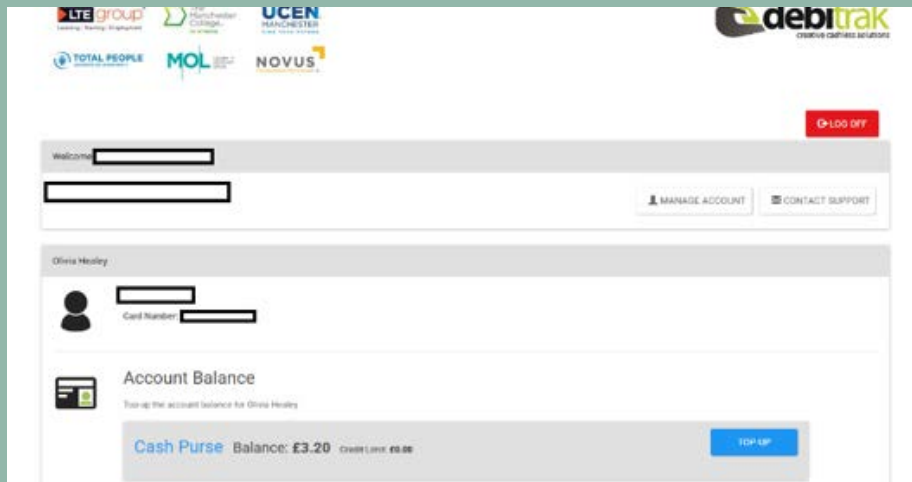
[Register](#)
[Forgot your password?](#)
[Payment Terms and Conditions](#)

Register
Sign up to register to top-up a Learner or Staff ID Badge. Please note - You will need to have the card ID number for the Learner/Staff member. This can be found on the Debitrak Portal for the ID

If you need help logging into your account, please contact support below

If you need help using the Portal, please contact the LTE Group Income Team on 0161 674 2222 (option 1 then option 2) or financear@ltegroup.co.uk
Our support desk operates 10am-4pm Mon-Thur, 10am-3pm Fri

3: Login to the portal. If they need to add another student, select the 'Add' button and enter the student ID card number.



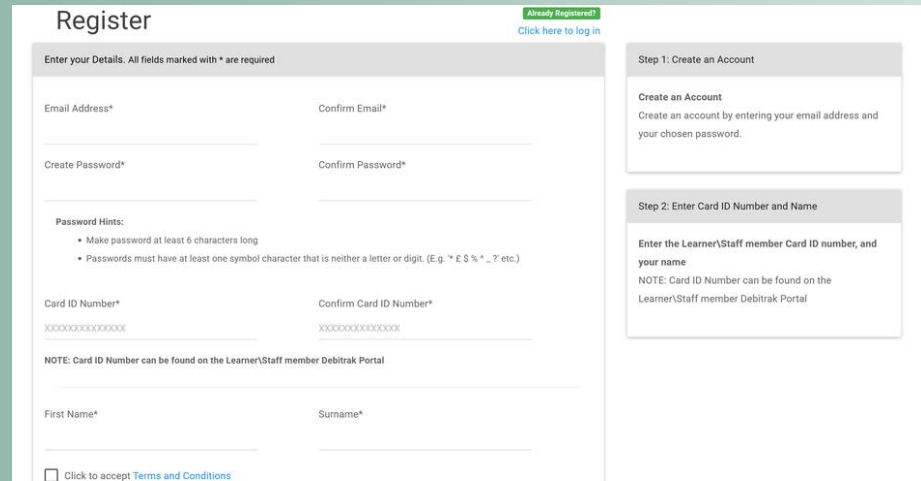
Welcome

Olivia Healey

Account Balance
Top-up the account balance for Olivia Healey

Cash Purse Balance: £3.20 **Credit Limit: £5.00**

2: They will need to enter the Student ID Card number. After submitting, they will receive an email asking to verify the account. Once verified, the account will be activated.



Register Already Registered? [Click here to log in](#)

Enter your Details. All fields marked with * are required

Email Address* Confirm Email*

Create Password* Confirm Password*

Password Hints:

- Make password at least 6 characters long
- Passwords must have at least one symbol character that is neither a letter or digit. (E.g. * £ \$ % ^ _ ? etc.)

Card ID Number* Confirm Card ID Number*

NOTE: Card ID Number can be found on the Learner/Staff member Debitrak Portal

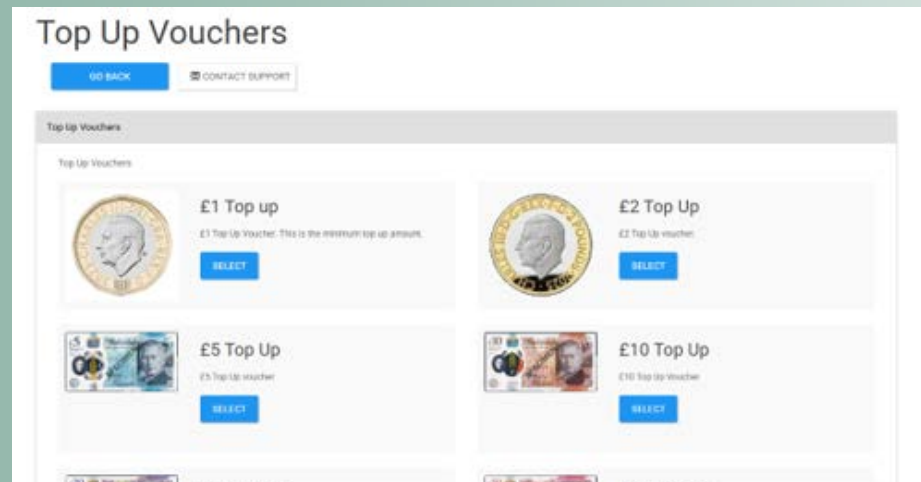
First Name* Surname*

☐ Click to accept [Terms and Conditions](#)

Step 1: Create an Account
Create an Account
Create an account by entering your email address and your chosen password.

Step 2: Enter Card ID Number and Name
Enter the Learner/Staff member Card ID number, and your name
NOTE: Card ID Number can be found on the Learner/Staff member Debitrak Portal

4: To add money, select the 'Top up' button and choose the amount. Then, enter the billing address and card details to complete payment.



Top Up Vouchers

Top Up Vouchers

£1 Top up
£1 Top Up Voucher. This is the minimum top up amount.

£2 Top Up
£2 Top Up Voucher

£5 Top Up
£5 Top Up Voucher

£10 Top Up
£10 Top Up Voucher

If you have any queries or need support using the Top Up Portal, please contact financear@ltegroup.co.uk

FOOD ON CAMPUS



We offer free breakfast at all sites from 8am - 9.30am. This includes toast, fruit or cereal and tea, coffee or water. Student ID cards must be presented at the till point to redeem the free breakfast offer.

All of our campuses offer hot and cold food options that cater for a wide range of dietary requirements and preferences.

We have 'Proud to serve' Starbucks offer on all campuses offering a range of hot and iced drinks, freshly baked pastries and a range of toasted sandwiches.





The
Manchester
College
be amazing