

Guidelines and criteria

when completing the Higher Education Fund Application 17/18

Are there any Hardship Funds available from The Manchester College?

Yes – we understand that, living as a Student can be challenging and you may experience financial hardship, struggling to meet day to day living expenditure. Or you may have a disability and/or condition which means you have additional costs to cover. We endeavor to make your time with The Manchester College as enjoyable as possible and therefore the The Higher Education Fund is available to assist you to overcome financial hardship.

We have three awards available

The Higher Education Fund (HEF)

For Students in financial hardship. This is for day to day expenditure or to pay an unexpected bills. We look at a verity of issues when making any hardship award:

- Accommodation costs
- Household (who is living in your household)
- Additional support (parents, partner, benefits)
- Expenditure (what are you spending funds on)
- Employment (do you receive extra funds from work)
- Debt (high levels of debt)

We also look at any mitigating circumstances such as any unexpected costs, family issues and emergencies. In cases where you have made an application because of debt or using funds to pay high levels of expenditure such as mobile phones, subscriptions or costs associated with a car. We will normally recommend a budgeting advise session before any award can be considered.

The Higher Education Progression Award (HEPA) from Cecil White

The purpose of the fund it to support level 3 Students and remove barriers for progressing from TMC Further Education to UCEN Manchester Higher Education. This can be used for:

- Contribution towards Tuition and Exam fees
- Travel to and from College
- Books, Materials and Equipment
- Maintenance

Payments will be made as soon as you are confirmed on the course and enrolled.

The Higher Education Support Award (HESA)

This is for Students with a College dyslexia screening and may need some extra support in order to complete the course. This fund can be used for the purchase of a laptop or towards a full DSA assessment which can cost from £400 to £600:

Am I eligible?

To be eligible to make an application for funds you must be registered on a full-time programme of study (or at least 60 credits if part time) to apply and you must:

- Have received your full entitlement of Student Loans
- have an excellent attendance and commitment to studies (at least 87%)
- Be fully enrolled with the College
- Be in financial hardship (evidence required)
- Be a Home Student
- Be progressing to a TMC HE course when applying for HEPA
- Have a Dyslexia screening if applying to HESA

When can I apply?

The Fund usually opens for each academic year in October or November. Assessments are not pro-rated therefore you would not receive a lesser award if you applied later on in the academic year.

How can I make an application?

Go to a Careers, Employability & Welfare drop-in on your site where an advisor will give you the application and answer any questions you may have.

How long will it take?

Assessments can take up to 4 weeks from the date the team receive all your supporting documentation therefore if anything is missing from your original application, this will delay assessment

How much will I receive?

As each application is assessed individually and is based upon your personal circumstances, it is not possible to provide a fixed amount for guidance or even if your application would be successful. Assessment of an application is an in-depth process and is made taking into account all the elements of your application.

How will I be notified of the outcome of my application? You will receive a letter to the address provided at enrolment advising you of the outcome of your application.

Is an award repayable?

Awards are usually non-repayable unless otherwise specified. Furthermore, if any inaccuracies are found on your application, you may be asked to repay an award.

If I am successful, how will I be paid?

Payments will usually be made directly into your bank account in 1 instalment. Progression awards are paid via Cheques.

All awards are strictly confidential and must not be discussed with any other student/s

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FOR APPLICATIONS FOR THE HIGHER EDUCATION BURSARY 18/19

Are there any bursaries available

YES! Raising the aspirations and access of mature and part time students has continued to be a priority for us. In addition we understand that students with low incomes, disabilities, have young children and care leavers and givers may need a little extra help to achieve their goals. Therefore, we have introduced the Higher Education Bursary for 2018/2019.

Am I eligible?

To be eligible to make an application for funds you must be registered on a full-time programme of study (or at least 60 credits if part time) to apply and you must:

- *Have received your full entitlement of Student Loans*
- *have an excellent attendance and commitment to studies (at least 87%)*
- *Be fully enrolled with the College*
- *Household income of less than £20,000pa*
- *Be a Home Student*

AND

- *Be a Care Leaver OR*
- *Been claiming benefits in the last 6 months OR*
- *Progressed from TMC Level 3 courses OR*
- *Have young children, still receiving benefits OR**
- *Be a care giver for 30 hours or more per week OR*
- *Have a disability/health condition and receiving support*

In order to be successful, we reserve the right to check your attendance, achievement and work submitted.

*benefits refers to any monies you receive from the Government such as Income Support, Universal Credits or Housing Benefit because you look after a child or children.

When can I apply?

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How can I make an application?

Go to a Careers, Employability & Welfare drop-in on your site where an advisor will give you the application and answer any questions you may have.

How long will it take?

Assessments can take up to 4 weeks from the date the team receive all your supporting documentation therefore if anything is missing from your original application, this will delay assessment

How much will I receive?

A bursary of £500 will be paid in the first year in two instalments of £250. In any subsequent years of your course, you will be paid an additional £250. If you then progress onto our Top Up, degree after completing a Foundation Degree you will receive another £250.

For example

HNC Y1 £500 in two instalments

HND Y2 £250

Top-up degree £250

Foundation degree £500

Top-up degree £250

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If I am successful, how will I be paid?

Payments will usually be made directly into your bank account in instalments as specified above.

All awards are strictly confidential and must not be discussed with any other student/s