

THE TRAFFORD COLLEGE GROUP

KEY INFORMATION RELATING TO ENROLMENT FOR LEARNERS

Welcome to The Trafford College Group, where we are committed to providing you with an excellent start to your learning journey. This guide aims to assist you in preparing for a smooth enrolment process. Within this guide, you will discover instructions on how to apply for an online bursary, valuable information regarding transportation options such as buses, and insightful answers to frequently asked questions.

Mark your calendar for Thursday 11 January when Adult enrolment starts at our Altrincham and Stockport sites. Please note courses offered at our Cheadle Campus will enrol at Stockport and courses offered at our Stretford Campus will enrol at Altrincham.

Our dedicated team is working tirelessly to ensure you feel fully prepared for the start of your academic life at The Trafford College Group.

We are genuinely thrilled that you have chosen to be a part of our college community and eagerly anticipate your arrival.

WHAT TO BRING FOR ENROLMENT

For learners aged 19 and above, please bring the following items:

- A valid and recognised form of identification (e.g., Passport, National Insurance Card, or Bank Card)
- Confirmation of loan if applying for an Advanced Learner Loan (applicable if enrolling on a course at Level 3 or above and aged 24+, or aged 19+ with an existing Level 3 qualification)
- If you are eligible for any fee assistance, please provide a wage slip or proof of salary dated within three months of the course start date, or evidence of unemployment and receipt of state benefits

It is important to note that if you are aged 19 or over at the time of enrolment, tuition fees may apply. However, financial support options are available, and our team will provide detailed information during the enrolment process.

I am unable to attend on Thursday 11 January?

If you are unable to attend the main enrolment event, please contact our Admissions department who will be able to provide you with further information.

I wish to change the course that I have applied to?

Should you wish to change the course you have initially applied for, please feel free to contact our **Admissions Team** admissions@tcg.ac.uk. Please include your full name and preferred site in your message to ensure a prompt response.

I no longer wish to enrol on this course

As some courses are extremely popular, please contact our Admissions Team including your full name, Student ID number and course title, this will allow them to withdraw the offer.

I think I need support with my studies but didn't declare when I applied

Please visit Stage 5 of our enrolment process where our team will be able to advise you of any support which maybe available to you.

What can I prepare before I enrol?

Bursary and Learner Support Funds: Regardless of your age, if your household income is under £40,000 per year (gross) then you could be eligible for support from the bursary or learner support fund. Our funds can provide assistance towards the cost of equipment, uniforms, and travel, unless you are on an Apprenticeship or HE (Higher Education) programme.

Applications to the bursary/learner support fund will be available at enrolment or can be sent out by post.

Here are some additional details regarding the available bursaries:

19+ Learner Support Fund: Students aged 19+ can apply for support towards the cost of essential equipment, uniforms, travel, trips and childcare whilst on the college course.

Advanced Learner Loan Bursary Fund: Students who have taken out the Advanced Learner Loan to cover the course fees can apply for support towards the cost of essential equipment, uniforms, travel, trips and childcare whilst on the college course.

Care to Learn 16-19 Childcare: If you are aged 16-19 and have a child of your own, you can get support with childcare whilst you are studying via the government's Care to Learn scheme, this support provides a maximum weekly threshold of £160 per child. Visit www.gov.uk/care-to-learn for more details.

What financial support is available for me?

We understand the challenges brought about by the cost of living, and we aim to support our learners through this. To provide you with the necessary assistance, you can access all **Funding and Finance** support section of the website. [Funding & Finance Support - Trafford College](#)

What are the dates for the academic year?

These can be viewed in the **key dates** section of the website - [Term Dates - Trafford College](#)

Can I take holidays during term time?

No. It is important that you are available to attend classes, and any examinations you may have during the term time dates.