

## MANAGEMENT & ADMINISTRATION

### T LEVEL (BUSINESS SUPPORT)

#### LEVEL 3

#### REQUIREMENTS

Equipment & Stationery:

- A4 Ring Binder & Dividers
- A4 lined paper/notepad
- Plastic 'Polly Pockets'
- Black/blue pens
- Pencils
- Memory stick
- Ruler
- Calculator

Lockers:

We strongly recommend students hire a locker for the academic year. The cost is £8 which includes: £3 hire charge and £5 refundable deposit when key is returned at end of your course.

#### FEES AND FUNDING

Ancillary Fee

To provide learners with an enhanced learning experience whilst at Petroc, we ask for a small annual £20.00 contribution towards resources such as online subscriptions, E-books, stationery and general consumables used throughout the year.

Printing

Students are responsible for their own printing and photocopying costs.

Bursary Fund

A bursary fund is available to students on a low income to help with the costs of coming to college. To find out if you are eligible, contact the Advice & Guidance Centre

or visit [petroc.ac.uk](http://petroc.ac.uk).