

MANAGEMENT & ADMINISTRATION (BUSINESS SUPPORT) T LEVEL

REQUIREMENTS

Equipment:

- A4 ring binder & dividers
- A4 lined paper/notepad
- Plastic poly 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 for the year, which is non-refundable.

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, stationery and general consumables used throughout the year.

Payments can be made online via myPetroc.

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 -

<https://www.petroc.ac.uk/life-at-petroc/advice-guidance/fees-and-funding/>