

1. Background

MyBnk is a registered charity (Reg. No. 1123791) and a company limited by guarantee (Reg. No. 6215005). MyBnk develops innovative youth led educational tools for young people to build the knowledge, skills and confidence to manage their money effectively, and to make enterprising choices throughout their lives.

In this document, the terms 'institution' and 'organisation' are used to mean the organisation that has booked MyBnk to work with their young people.

2. Cancellation policy

MyBnk delivers programmes directly to young people via host organisations using in-house staff and freelancers (trainers). We provide all paper materials and audio-visual assets.

MyBnk's cancellation policy applies to programmes that are directly paid for and to those provided on a funded basis. (If a programme is provided on a fully funded basis there will be no charge to the organisation unless a short notice cancellation or change is made).

At our discretion, MyBnk will charge per MyBnk trainer affected £100 for cancellations or changes within two weeks and £250 for cancellations or changes within three working days of the scheduled delivery date.

Short notice cancellations or changes to deliveries incur direct costs to MyBnk and significantly impact our commitments to the funders of the programmes. Funders pay MyBnk against deliveries. If we are unable to rebook trainers we are unable to claim costs from funders. Hence it is very unlikely that we will be able to waive cancellation fees.

Prices: MyBnk programme prices can be found [here](#).

3. The Institution Commits to:

- Providing suitable facilities to run the workshops / programmes.
- Providing staff to attend, assist and take responsibility for class discipline and behaviour at all times during MyBnk sessions.
- Providing any relevant documentation about emergency, Health and Safety and fire procedures, and Behavioural Policies that are in place.
- Not passing any MyBnk materials onto any persons not employed by or studying at the institution.
- Informing MyBnk at least 14 days in advance of changes to sessions.
- Adhering to MyBnk's cancellation policy.
- Completing monitoring & evaluation questionnaires as requested by MyBnk.
- Accepting liability under the institution's insurance for injury and/or death, and damage/destruction arising from learners' MyBnk activities.

3.1 Workshops & Programmes

- Recruiting at least the required minimum amount of learners to attend workshops / programmes.

- Arranging an appropriate time and location for workshops, and confirming this at least 14 days prior to the date(s) with MyBnk.
- Booking all workshop dates before commencement of a 2+ workshop programme (e.g. Money Twist multiple sessions / Enterprise-in-a-Box).
- Allocating the full time required for the MyBnk session.
- Providing a projector, sound, laptop connection and flipchart or whiteboard for workshops and programmes, or for Money Works, a minimum of a flip chart and power connection.

3.2 Enterprise Programmes (Business Battle, Back My Business, Enterprise-in-a-Box)

- Arranging and confirming an appropriate location for a 'market place' prior to commencement of delivery. MyBnk can assist with organising Business Battle markets.
- For out of school programmes: allowing MyBnk staff access to the place of delivery prior to the programme to assess any risks.
- For in-school programmes: providing an appropriate teacher to oversee and support the learners between workshops.

4. MyBnk Commits to:

- Adhering to the regulations set out by the FSA.
- Adhering at all times to MyBnk's Child Protection Policy (available on request) and ensuring that all MyBnk staff that enter the institution are appropriately checked by the Criminal Records Bureau.

4.1 Workshops & Programmes

- Providing MyBnk trainers and materials to run workshops / programmes.
- Providing promotional materials for Money Works if requested.

4.2 Business Battle & Back My Business

- Providing MyBnk trainers and materials to run the programme.
- Providing an interest-free enterprise loan per team to purchase materials for their business idea.
- Delivering multiple workshops and assisting for, on average 4 hours at the marketplace for Business Battle and on average 1 hour for Back my Business.

5. MyBnk Services

5.1 Money Twist Workshop

3 x 100 minute workshops covering practical everyday financial matters. Each of the sessions focuses on a different area and content is tailored for different key stage groups (KS3-5). Topics covered include managing money, income and wage slips, exchange rates, savings and banking, investments, borrowing and making choices. The programme can be delivered as standalone 100 minute sessions, or a series of separate sessions. 2 x 100 minute sessions can be combined to be delivered as a half a day, but a full 3 session programme cannot be delivered on one day.

5.2 Uni Dosh Workshop

A one-off session lasting 2 hours for KS5 learners considering university. Topics include student loans and credit, expenditure, budgeting, needs vs. wants, student bank accounts.

5.3 Money Works Programme

A four-session programme designed to financially equip young people moving into independent living. Each session focuses on a different topic, including Banking, Budgeting and Borrowing, along with activities addressing money worries, goals and attitudes. In certain settings, this programme can also be delivered over two sessions. Participants who complete the full 8 hour programme will be eligible for a level 1 personal money management qualification.

5.4 Enterprise-in-a-Box Programme

A two-session programme where learners use an exciting toolkit to set up and run their own mini social enterprises. The first workshop supplies learners with an Enterprise-in-a-Box of their choice which contains quantities of ethical product for them to go out and sell. The second workshop reflects on their experiences with a competitive presentation. This is run as a 1 week challenge for the participants.

5.5 Back My Business Programme

A six-part programme that allows up to a whole year group to experience an enterprise workshop, come up with creative business ideas and apply for a loan. Applications are then assessed by other learners, and up to 5 teams receive further workshop support and up to a £40 MyBnk loan to prepare their business for a designated marketplace.

5.6 Business Battle Programme

An out of school enterprise challenge held over 5 x 2 hour sessions and a day at a market place. Usually done over a week. Young people team up to create a business idea and receive a £40 MyBnk loan. Throughout the sessions they design, develop and prepare their service or product to sell at a designated marketplace.

6. MyBnk Loans

6.1 Loan Handout

Both the Business Battle and Back My Business programmes contain an interest-free loan element to set up enterprising activities. The money available for loans will be put up and guaranteed by MyBnk. The loans are managed by the MyBnk staff, and must be paid back in one instalment immediately after the marketplace session.

The learners, most of whom will be minors, do not enter into a legally binding contract. They will however sign a loan agreement representing their commitment to fully participate in the programme and repay the loan.

As part of the Enterprise-in-a-Box programme, the learners are given a Box with a social enterprise toolkit to set up their business. They are not required to take out a loan to pay for this, but they will be made aware of the value of the box to understand at what point they would be taking their business in to profit.

6.2 Loan Repayment

Should the learners fail to repay the loan, MyBnk will not chase the learners, parents or institution for outstanding amounts. Institutions are encouraged to follow up any teams which fail to repay at

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As per the booking of your workshop.

MyBnk

all. For example, a school may set up an interview for the student borrowers with an appropriate teacher, who will assess what learning has been gained from the process, and decide on any further action.

It is up to the individual institution to implement any additional measures if they so wish - e.g. parental consent, rules around what the loan can be used for, looking after loan money until supplies need to be bought.