



## Norland Bursary Policy

### Introduction

Widening Participation (WP) in higher education is a priority for the government, the higher education sector in general and Norland in particular. The current student body does not reflect the diversity represented in wider society. Norland recognises that for some students, barriers exist which prevent them from studying. Norland wishes to help all potential students, both UK and international, overcome those barriers and is committed to enhancing equal opportunities.

In order to support widening participation and improve students' access and participation, new students have the opportunity to apply for a Norland Emily Ward Bursary. The number awarded will vary from year to year and are dependent on affordability.

This policy is based on the guidance and good practice on access and participation provided by the Office for Students (OfS) where relevant <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/>, as well as Norland's access and participation statement - <https://www.norland.ac.uk/college/study/widening-participation/>. It also follows the recommendations of the OfS regarding how and why financial support affects academic, personal and social outcomes, using the toolkit offered by the OfS - <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/evaluation-and-effective-practice/financial-support-evaluation-toolkit/>

This policy also takes into consideration the Competition and Markets Authority (CMA) guidance - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/411392/HE\\_providers\\_60ss.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/411392/HE_providers_60ss.pdf) - on the legal obligations of institutions in respect of the information made available to potential and current students. It ensures that all information regarding bursary provision is accurate, clear, unambiguous and up front. It also ensures all necessary information is accessible and available on our website.

### Types of bursary available

There are three different bursaries available under the Norland Bursary scheme, as follows:

1. Up to 5 Emily Ward Bursary awards of £10,000 for each year of study for the duration of the three-year course.<sup>1</sup>
2. Up to 6 partial Emily Ward Bursary awards of £5,000 for each year of study for the duration of the three-year course.
3. Up to 10 Emily Ward Uniform Bursary awards of £500 as a one-off contribution in the first year of study only.

Emily Ward Bursary recipients will also benefit from the Emily Ward enrichment programme alongside our student support package.

The panel may decide to award additional smaller bursaries at its discretion to students that meet its funding criteria below.

---

<sup>1</sup> For UK students, any bursary funds remaining after settling tuition fees and taking into account the government student loan will go towards the lifelong learning fee".



## Norland Bursary Policy

### Criteria and requirements for awarding an Emily Ward Bursary

These are as follows:

1. The applicant must be without any current Higher Education (HE) qualification.
2. The applicant must be a new first-year student taking up a place in the academic year commencing immediately after the bursary application process outlined in this policy.
3. The applicant must hold a conditional or unconditional offer and the bursary will be subject to the student attending Norland full time.
4. All applications will be considered on the basis of financial circumstances i.e. will be means tested. Bursaries will be awarded to those with the lowest incomes in each cohort. For the Emily Ward Bursary award (bursary type 1 as shown above), household income must be £42,875 or less.
5. Where students are mainly supported by Parent(s)/Carer(s), the financial circumstances of those Parent(s)/Carer(s) will be considered. Where students have been living wholly independently since the start of the financial period under consideration, the financial circumstances of the student and any supporting partner, will be considered.
6. Financial circumstances will remain the core criterion for awarding bursaries, hence all bursary applications are means tested.
7. Additional consideration will be given to those applicants who meet one or more of our Widening Participation criteria. In the case of the Emily Ward Bursary awards, applicants must meet at least one of the criteria. The criteria are as follows:
  - Applicant's home address is in an area where there is a [low participation of young people progressing into higher education](#), as measured by the OfS (UK residents only).
  - Applicant's home address is considered to be in an area of general disadvantage according to Indices of Multiple Deprivation ([https://www.gov.uk/guidance/english-indices-of-deprivation\)-2019-mapping-resources](https://www.gov.uk/guidance/english-indices-of-deprivation)-2019-mapping-resources)) (UK residents only).
  - Applicant, applicant's partner or a parent or guardian receive a UK state means-tested benefit, including Child Tax Credits, Working Tax Credits, Housing Benefits, Council Tax Benefits, Disability Living Allowance or Personal Independence Payments, Income Support or Income-based Job Seekers Allowance, Income-related Employment and Support Allowance, Pension Credits, Universal Credits etc.
  - Applicant is care experienced, a care leaver or Foyer resident – applicant has experienced care, is a care leaver or has lived in a Foyer before starting at Norland, or is supported by a local authority Leaving Care Service and fulfil the criteria as stated in the Children (Leaving Care) Act 2000: A young person aged 16-25 years old who has been



## Norland Bursary Policy

'looked after' for at least 13 weeks by a local authority at some point since they were 14 years old, and were in care on or after their sixteenth birthday.

- Applicant is irreconcilably estranged from their parents or guardians.
  - Applicant is a young adult carer – aged between 18 and 25 and looks after a relative or friend of any age due to disability, chronic or terminal illness, mental health problems, alcohol or drug addiction/dependency, and is aged 25 years or under at the start of the course.
  - Applicant is a refugee or asylum seeker.
  - Applicant is of male or non-binary gender.
  - Applicant is of under-represented ethnicity.
  - Applicant is a mature student aged 25 years or over at the start of the course).
8. The applicant must provide evidence of their financial circumstances (and any other eligible criteria as appropriate) to ensure fairness and integrity, using the Bursary Application Form.
  9. Applicants who fulfil multiple criteria will be prioritised.
  10. The form must be completed truthfully and honestly.
  11. In the case of the Emily Ward Bursaries, the award will continue for all three years of study without further application, though eligibility for subsequent years is dependent on the successful completion of the previous year of the course.
  12. If an applicant is awarded an Emily Ward Bursary (bursary type 1) they will not be eligible for a partial Emily Ward Bursary (bursary type 2).
  13. If an applicant is awarded an Emily Ward Bursary they will still be eligible for a Uniform Bursary.
  14. The applicant must complete a supporting statement (within the application form) outlining the impact a bursary would have on them and how they hope studying at Norland will develop their career plans.
  15. All successful bursary recipients will be expected to participate in and promote, Norland's widening participation activities, by acting as a Norland Brand Ambassador to help market the college, to future prospective students. This may involve, for example, contributing to blogs, photoshoots, promotional films, Q&A sessions and open events.



## Norland Bursary Policy

### Process

Each student in receipt of an offer will automatically be sent an application form. Applicants are asked to provide evidence to support their application. For a list of suitable evidence please refer to the Emily Ward Bursary Application Notes, available on request.

Applications will be considered formally by the Bursary Awards Committee which will consist of the following (or their nominees):

- The Principal
- The Vice Principal
- The Widening Participation Officer
- The Chief Financial Officer

Each application is initially reviewed and any important missing information is requested. Each application is organised according to income level and Widening Participation criteria. All supporting student statements and further information is summarised and a log of all applications are prepared for the Bursary Awards Committee.

At Committee, where an offer has been made to a prospective student, all information including UCAS application form, interview day notes, references and each bursary application form with supporting information, are reviewed and appraised in accordance with the eligibility criteria. It should be noted that the Bursary Awards Committee will give full consideration to the supporting student statement and any further information within the bursary application form.

Bursary applications must usually be received by the end of the March before the year of course commencement (or as otherwise informed within the relevant Bursary Application Notes). The Committee will then meet to determine the award recipients. The panel will ensure that those awarded a bursary suitably fulfil the criteria outlined in this policy. The panel will take into account all the evidence made available. Judgements made by the Committee regarding recipients of the award will be discretionary, based on the extent to which each applicant addresses the eligibility criteria.

The Widening Participation Officer will ensure that the selection addresses the current Widening Participation policy and Norland's access and participation statement.

Following the Bursary Awards Committee meeting, all applicants will be notified as to the outcome of their application. Late applications may be considered if the bursary allocation has not been fully expended. These will be appraised using the same eligibility criteria as above.

The bursary will only be dispersed whilst the recipient is participating as a full-time student and eligibility for subsequent years requires successful completion of the previous year of the course.

Where a bursary is awarded and a student then chooses to defer their entrance, they will not retain the award and will be required to reapply for a bursary the following year. No guarantees are given that a bursary will be re-awarded in any subsequent year.



## Norland Bursary Policy

The decision to award a bursary is wholly at the discretion of Norland, delegated to the Bursary Awards Committee. All decisions made by the Bursary Awards Committee are final and there are no appeals.

For application details please refer to the Emily Ward Bursary Application Notes, updated each year and available on request.

For queries or questions about this policy, please email [finance@norland.ac.uk](mailto:finance@norland.ac.uk)

| <b>Document Control Information</b> |  |
|-------------------------------------|--|
| <b>Policy Title:</b>                | Bursary Policy   |
| <b>Version number:</b>              | V2.0/EB/12.12.23   |
| <b>Owner:</b>                       | Chief Financial Officer  |
| <b>Approving Body:</b>              | SLT  |
| <b>Date of approval:</b>            | 30 September 2022  |
| <b>Date of effect:</b>              | As above   |
| <b>Date for review:</b>             | 30 September 2024 or as required   |
| <b>Related Norland Documents:</b>   | <ul style="list-style-type: none"><li>• Emily Ward Bursary; September 2024 Entry; Application Notes</li><li>• Emily Ward Bursary; September 2024 Entry; Application Form</li></ul> |
| <b>Website Upload:</b>              | The final, approved version of this document will be uploaded to Myday.  |