



Bursary Policy and Procedure

Introduction

The Emily Ward Bursary Scheme, named after Norland's founder, provides a small number of means-tested bursaries each year for students studying the BA (Hons) Early Childhood Education and Care & Norland Diploma. The funding for these bursaries is generated entirely by Norland's commercial and fundraising activities, most notably from Norland Agency income through fees paid by families to employ a Norland Nanny and Norland Consultancy activities. Bursary funding is not drawn from student tuition fees.

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 at Norland. 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, applicants holding an offer to study Norland's BA (Hons) in Early Childhood Education and Care with integrated diploma can apply for an Emily Ward Bursary. The number awarded will vary from year to year and is dependent on affordability.

Applicants who are deemed Care Leavers are not required to submit a bursary application form and should contact the Admissions team at Norland - admissions@norland.ac.uk

Applicants who are deemed care experienced, foyer residents or estranged from parents/guardian should complete the bursary application form with further guidance below on pages 3 to 5.

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/1159885/Consumer_law_advice_for_higher_education_providers.pdf, on the legal obligations of higher education providers in respect of the information made available to potential and current students. It ensures that all information provided regarding bursary provision is accurate, clear, unambiguous and up front. It also ensures all necessary information is accessible and available on our website.

Information about the Emily Ward Bursary Scheme

Decisions regarding bursary applications are made by the Bursary Awards Committee, which consists of several senior members of staff including the Chief Financial Officer.

All bursary awards are discretionary. This means that even if an applicant meets the relevant criteria, they are not guaranteed to receive a bursary.

The decision of the Bursary Awards Committee is final and there is no right of appeal. The Committee is not obliged to provide the reasoning behind the decision made.

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.
2. Up to 8 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.

Note: the Bursary panel may decide to award additional smaller bursaries at its discretion to students that meet its funding criteria below.

Criteria and requirements for awarding an Emily Ward Bursary

These are as follows:

1. You must not hold a degree or any other higher education qualification.
2. You 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. You must hold a conditional or unconditional offer and the bursary will be subject to you 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. If you are mainly supported by Parent(s)/Carer(s), the financial circumstances of your Parent(s)/Carer(s) will be considered. If you have been living wholly independently since the start of the financial period under consideration, your financial circumstances 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 you if you meet one or more of our Widening Participation criteria. In the case of the Emily Ward Bursary awards, you must meet at least one of the criteria. The criteria are as follows:

- Your 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).
 - Your home address is considered to be in an area of general disadvantage according to Indices of Multiple Deprivation (<https://www.gov.uk/government/collections/english-indices-of-deprivation>, <https://www.gov.wales/welsh-index-multiple-deprivation>, <https://www.gov.scot/collections/scottish-index-of-multiple-deprivation-2020>, <https://www.gov.uk/government/statistics/northern-ireland-multiple-deprivation-measures-2017>) (UK residents only).
 - You, your 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.
 - You are care experienced or Foyer resident – you have experienced care or have lived in a Foyer before starting at Norland.
 - You are irreconcilably estranged from your parents or guardians. The [StandAlone](#) definition states that: an Estranged Student is someone that has not had verbal or written contact with both of their biological, adoptive parents or their only living parent for a significant period of time and this will not change. A significant period of time is usually considered twelve months or longer, but this can also depend on their circumstances. To be eligible, you must also be aged 25 years or under at the start of the course. If this applies to you, please contact Admissions for guidance on how to apply for a bursary and information on advice and support provided by Norland.
 - You are a young adult carer – aged between 18 and 25 and looking 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.
 - You are a refugee or asylum seeker.
 - You are of male or non-binary gender.
 - You identify as Arab, Asian (including Bangladeshi, Chinese, Indian, Pakistani and other Asian backgrounds), Black (including African, Caribbean and other Black backgrounds), Mixed Heritage (including Asian and White, Black African and White, Black Caribbean and White and other Mixed backgrounds) or any other heritage that diversifies Norland's student body.
 - You are a mature student aged 25 years or over at the start of the course.
8. You must provide evidence of your financial circumstances (and any other eligible criteria as appropriate) to ensure fairness and integrity, using the Bursary Application Form.
 9. If you are a UK resident, you must ensure you request a household income assessment to be completed by the relevant UK student loans awarding agency, e.g. Student Finance England (or equivalent) and that you have given permission for your household income assessment to be shared with Norland by the student loans awarding agency.
 10. If you fulfil multiple criteria you will be prioritised.



11. You must complete the form truthfully and honestly.
12. 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, and formal progression from, the previous year of the course.
13. 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).
14. If an applicant is awarded an Emily Ward Bursary they will still be eligible for a Uniform Bursary.
15. 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.



Terms and conditions for bursary holders

1. Commitment to Norland Agency

You will be required to secure at least two paid roles through the Norland Agency at some point after you have completed your NQN year or when you are seeking employment as a Norland Nanny throughout your career. You will be required to register with the Norland Agency when you are seeking employment as a Norland Nanny following your Newly Qualified Nanny role. It will be expected that you will not enrol with an agency competitor or set up your own competitor agency business at any time once you have qualified as a Norland Nanny.

2. Abide by the Norland Code of Professional Responsibilities

You will be required to represent Norland in an exemplary manner, abiding by the Norland Code of Professional Responsibilities and ensuring that you act as a Brand Ambassador at all times. If you breach the Code, the bursary provision in place may be reviewed and you may lose your bursary provision.

3. Participation in widening participation activities

You will be required to commit to participating in and promoting Norland's widening participation activities, by acting as a Norland Brand Ambassador to help promote Norland to future prospective students. This may involve, for example, contributing to blogs, photoshoots, promotional films, Q&A sessions and open events.

4. Participation in fundraising activities

You will be required to write a bursary holder case study and thank you letter, which can be shared anonymously with Norland Agency clients and fundraising donors to see how their money has been used for student bursaries and the difference it has made to bursary recipients.

5. Interruption or leave studies

If you interrupt or withdraw from study, you will not be eligible to receive any future bursary award payments in that year. You must notify the Admissions Team of your change in circumstances. If you are in receipt of a bursary, you must also notify the Finance Team as it may affect your continued eligibility. Any funding already paid to you will not have to be repaid.

6. Fraudulent claims

Norland reserves the right to withdraw a bursary award from anyone who is found to have misled Norland about any aspect of their eligibility and to seek repayment of any monies already paid to them. Norland may seek to recover any money paid as a debt in the county court, including the recovery of additional sums such as interest, court fees and legal costs.

Application process

If you are offered a place at Norland, you will automatically be sent a link to the online bursary application form. You will be asked to provide evidence to support your application. For a list of suitable evidence please refer to the Emily Ward Bursary Guidance.

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

- The Vice Chancellor
- Deputy Vice Chancellor (Education and Research)
- 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 the Bursary Awards Committee, 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 Emily Ward Bursary Application Guidance). 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 by early May. 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.



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 Guidance, updated each year and available on request.

For queries or questions about this policy, please email finance@norland.ac.uk.

Document Control Information	
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