



## Norland College Bursary Policy

### Introduction

Widening Participation (WP) in higher education is a priority for the Government, the higher education sector in general and Norland College in particular. Norland's current student body does not reflect the diversity represented in wider society. Norland also recognises that for some students, barriers exist which prevent them from studying at the College. Norland wishes to help potential students 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 based on College 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.



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### 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 hold a conditional or unconditional offer and the bursary will be subject to the student attending the College full time.
3. 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. 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.
4. Financial circumstances will remain the core criterion for awarding bursaries, hence all bursary applications are means tested.
5. Additional consideration will be given to those applicants who fulfil the core criterion, as well as any of the following criteria:
  - they are of black and minority ethnicity
  - they are a care leaver
  - they are male
  - they are a mature student (i.e. aged 21 years or older at the time of course commencement)
6. 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.
7. Applicants who fulfil multiple criteria will be prioritised.
8. The form must be completed truthfully and honestly.
9. An 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.
10. 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.



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### 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. 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 in College 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 College Bursary Policy**

The decision to award a bursary is wholly at the discretion of the College, 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)