

EDUCATION MAINTENANCE ALLOWANCE (EMA) SESSION 2019/20

For Aberdeenshire Schools students only.

DATA PROTECTION PRIVACY NOTICE (GDPR EU 2016/679)

Please ensure that you read and acknowledge the Privacy Notice on Page 11 of this form before submitting any personal data to Aberdeenshire Council.

WRITE IN BLOCK CAPITALS IN BLUE OR BLACK INK

FULL NAME OF STUDENT:			
SCHOOL:			HOME EDUCATED <input type="checkbox"/>
DATE OF BIRTH: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		SCOTTISH CANDIDATE NUMBER (SCN):	
ADDRESS:			
TELEPHONE NO.		EMAIL ADDRESS:	
		Must be students personal email	
Have you received EMA before?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Any award will only last for the academic year awarded. If you continue in education for another year you must re-apply.

OFFICIAL USE ONLY

EMA Reference No.	Date Received	Autumn Intake <input type="checkbox"/> Winter Intake <input type="checkbox"/>	EMA Start Date
1 st Check Input	Date Application Fully Completed	2 nd Check Approved	Date Award Letter Sent
Date LA Received	Approved Y/N	Final Award £	Rejected Reason

Official Notes:

IMPORTANT INFORMATION – PLEASE READ

KEY DATES

16 th Birthday	Eligible From	When to apply
On or Before 30 September 2019	August 2019	Apply Now
Between 1 October 2019 & 29 February 2020	January 2020	From 1 October 2019
<p>Any application forms received after the above cut-off points, backdating will only commence from the week the application form is received by the EMA Team.</p> <p>NO APPLICATIONS WILL BE ACCEPTED AFTER 31 MARCH 2020</p>		

If you think you will miss the above deadlines due to missing information, please submit your application form and advise us on the additional information page 6 of any documents you are still waiting on and when they will follow.

EMA AWARDS FOR SESSION 2019/20 ARE BASED ON THE INCOME TABLE BELOW:

Household Income April 2018 to April 2019 (Gross Taxable)	EMA Award (£30 per week)
Up to £24,421 (for families with a single dependant child)	Once accepted and approved
Up to £26,884 (for families with more than one dependant child) Dependant children are all those up to the age of 16, and those over the age of 16 and up to the age of 25 if they are in full time College or University (Proof required i.e. SAAS award letter/s) See page 7	Once accepted and approved
Above £26,885: need not apply	No Award given
In Foster Care, Social work letter required as proof	No Income required
Looked after/ Kinship Care, Social work letter required as proof	No Income required
Independent Student/ living on your own, Social work letter or school letter/email and benefits letters as proof.	No Income required
A break down of all categories and further information will be on page 7	

Section 1: PERSONAL NATIONALITY AND RESIDENCY DETAILS

How long have you lived in the United Kingdom? From / /

Have you lived at your present address for longer than 3 years? Yes No

If no, please tell us your previous address(es) within the last 3 years, including those abroad:

Address 1	Address 2
Postcode	Postcode
Dates from and to:	Dates from and to:
Residency: Have you come to live in the United Kingdom in the last 3 years YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please complete section below and provide evidence	
EU/EEA/Swiss National	<input type="checkbox"/>
Refugee/Temporary Protection/Humanitarian Protection	<input type="checkbox"/>
Settled Status/Exceptional Leave to Enter/Remain	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Section 2: BANK/BUILDING SOCIETY ACCOUNT DETAILS

Name of Account Holder													
The account must be in student's name only, as per Scottish Government guidelines, unless a student attends a special school. Please put this information on page 6													
Name of Bank							Bank Address						
Sort Code (6 digits)							Account Number (8 digits)						
Roll/Reference Number (if applicable)													

Any changes to your bank/building society account must be made in writing or emailed immediately to the EMA Team at Aberdeenshire Council (ema@aberdeenshire.gov.uk) as this may result in not receiving payments.

Section 3: INDEPENDENT STATUS – To be completed by Student

Do you receive Income Support or contributions-based Employment and Support Allowance in your own right? Yes No

If you receive any of the above benefits in your own right we will require a copy of your benefit letter.

Are you living under the care of the Local Authority or with foster parents? Yes No
An income will not be required but we will require a letter from social work or the school.

Section 4: FAMILY DETAILS – To be completed by Student

Please provide details of any brothers/sisters who live with you at home:

Full Name	Date of Birth	School, College, University, Employer

If Lone Parent Household: Please submit the Council Tax Bill showing the 25% reduction received or a TCAN showing “Lone Parent”. Please see page 7 for further information if older siblings live in same household. No application will be accepted if we do not receive this information

Mother Father Step-parent Other

Full Name:

Marital Status (i.e. married, single)

Daytime Tel No:

Email address (this must be provided).

Employment status **between 6 April 2018 to 5 April 2019** (tick all that apply)

Employed Unemployed Self-employed Retired Student Other Please state

Parent/Carer 2:

Mother Father Step-parent Other

Full Name:

Employment status **between 6 April 2018 to 5 April 2019** (tick all that apply)

Employed Unemployed Self-employed Retired Student Other please state

Section 5: HOUSEHOLD INCOME – FURTHER INFORMATION

Please use the Checklist and tick the box to say what relevant documentation you have provided with the application form:

Photo copies of originals are acceptable if sending by post or an email with attachments of documents will also be acceptable.

	Yes	No
Have you enclosed a stamped addressed envelope (9" x 6" in size) for personal documents to be returned? A first class stamp may not be sufficient postage.	<input type="checkbox"/>	<input type="checkbox"/>
Have you enclosed your SIGNED and COMPLETED Learning Agreement Declaration (Page 9) do not give this to the school – THIS IS ESSENTIAL FOR THE EMA TEAM TO PROCESS YOUR APPLICATION.	<input type="checkbox"/>	<input type="checkbox"/>
Are you a lone parent? If yes, please provide Council Tax Bill that shows 25% single person discount or Tax Credit Award Notice that states "lone parent" If you do not have one please advise us why on page 6	<input type="checkbox"/>	<input type="checkbox"/>
Did you have income/s from employment? If yes, please provide P60/s for the year end April 2019 or your week 52/month 12 payslip.	<input type="checkbox"/>	<input type="checkbox"/>
Did you have income/s from self-employment? If yes, please provide your Self-employment SA302 or Final Tax Assessment Form from HMRC year 2018-19	<input type="checkbox"/>	<input type="checkbox"/>
If these are unavailable, please provide your current Tax Credit Award Notice (TCAN) that states your actual income/s for April 2018 to April 2019 (not estimated income/s) or (reviews)		
Did you become unemployed during the financial year 2018/19? If yes, please provide your P45 (pages 1,2 &3) unless 2 &3 are with DWP/JS tick below	<input type="checkbox"/>	<input type="checkbox"/>
Did you have income/s from property, savings, shares, investments, trusts, dividends etc? If yes, please provide official documents/certificates for financial year ending April 2018	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive income/s from a pension during the financial year 2018/19? If yes, please provide a P60/letters for any pension/s received (state or private pension)	<input type="checkbox"/>	<input type="checkbox"/>
Were you a student during the financial year 2018/19? If yes please provide your SAAS Award letter and Child Tax Credit Award Letter 2018/19	<input type="checkbox"/>	<input type="checkbox"/>
Were you in receipt of any benefits during the financial year 2018/19? If yes, please tick all boxes below that apply to you & provide any documentation relating to 2018/19	<input type="checkbox"/>	<input type="checkbox"/>

Carers Allowance

Income Support

Jobseeker's Allowance

Employment & Support Allowance

Incapacity Benefit

Disability Living Allowance

Bereavement Allowance

Universal Credit

Other (please specify):

Section 6: ADDITIONAL INFORMATION

Can you please tell us how you found out about Education Maintenance Allowance?

School Guidance	<input type="checkbox"/>
EMA Posters at School	<input type="checkbox"/>
Our Website	<input type="checkbox"/>
Other (Please specify)	

Section 7: FAQs

1. What if I don't have all the paperwork?
To avoid any delays please submit your application and advise us on page 6 the reason for missing information. This ensures a start date, however, if you submit your application form after the cut of periods, due to missing information, we are unable to back date payments. As per Scottish Government Guidelines we can only hold your application with missing information **for 1 month**.
2. If Lone Parent Household?
If you do not have a Council Tax Bill showing 25% single person discount nor a TCAN which states "lone parent" and this is because an older brother/sister(s) who live in the house, what can I provide instead?
*If you have an older brother/sister(s) living in the house, we do not take their income into consideration, however if this results in not receiving the 25% single person discount on the council tax bill or TCAN does not state lone parent then we will require a copy of, a current **payslip or a letter that shows they live at the home address**.*
3. I live with foster parents, what information do you require?
If you live with foster parents we do not require a household income, however we will require proof in the form of either a letter from your social worker or a letter from the school as proof.
4. I am in kinship care, what information do you require?
If you live in kinship care we do not require a household income, however we will require proof in the form of either a letter from your social worker.
5. I am a looked after child, what information do you require?
If you are a looked after child we do not require a household income, however we will require proof. A letter from your social worker will be sufficient.
6. I live with friends/relatives, what information do you require?
We will require details on the household income i.e. P60/s, benefits etc from the address you live at. If you live with friends/relative and claim benefits as an individual in your own right we will require a copy of your benefit letter(s) and not the household income.
7. I live with my partner, what information do you require?
If you live with a partner we will require details of their income if employed also.
8. My parent(s) were employed in 2018/19 and were over the threshold but are now unemployed. Can I still apply?
*If the current household income** is less than that for the year end 5th April 2019, for example because of unemployment, redundancy, ill-health or retirement you can ask for us to review your application to make an In-year assessment. We will estimate your household income** for the year ending April 2020 to work out if EMA is due. Can be paid on a Provisional basis with regular checks the income remains the same or payments will stop.*
9. I have a part time job, can I still apply?
Yes your income does not count towards the household income.

Section 8: STUDENT DECLARATION

This section must be completed by the student applying for EMA award

- I declare that all the answers given in this form are true.
- I have read the guidance and understand and accept my obligations.
- I understand that if I give false information or withhold information my EMA application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I undertake to refund any sum arising from an overpayment for any reason.
- I understand that if I do not keep to the conditions of my Learning Agreement, payments may be withheld.
- I understand that if I leave school, I will not be eligible for any further payments.
- I understand that relevant information may be passed on to third parties within the Local Authority.
- I give permission for the local authority to release information relating to my independent status to EMA Unit.

Signature of Applicant Date //

Name (PRINT)

If the student is unable to sign this form due to additional support needs, please leave blank and tick box

Please note we can only discuss payment information with the student.

Section 9: PARENTAL/PARTNER/CARER DECLARATION

This section must be completed if the applicant is under 18 years of age or the award has been assessed against the income of the applicant's parent, spouse or carer.

- I/We declare that to the best of my/our knowledge and belief all the information given, in connection with this application, is full and correct in every respect.

Parent/Carer 1		Date <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Name (PRINT)		
Parent/Carer 2		Date <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Name (PRINT)		

RETURN OF DOCUMENTS

All documents will be returned in the pre-paid envelope enclosed. If no envelope is provided we will presume all documents sent to us are photocopies and will retain them for our records.

ABERDEENSHIRE COUNCIL ACCEPTS NO RESPONSIBILITY FOR ITEMS LOST OR DELAYED IN THE POST.

Contact Details

Aberdeenshire Council
 Education & Children's Services
 EMA Team
 Woodhill House
 Westburn Road
 Aberdeen
 AB16 5GB
Email: ema@aberdeenshire.gov.uk
Tel: 01467 532678 or 01467 532831

EMA LEARNING AGREEMENT

Session 2019/2020

Please complete and sign page 9 of the Learning Agreement and return to us with the completed Application Form to the EMA Team. (DO NOT give pages 9 & 10 to the school)

STUDENT NAME:	DATE OF BIRTH:
ADDRESS:	SCOTTISH CANDIDATE NUMBER (SCN):
	CLASS:
	SCHOOL ATTENDING:

SUBJECT	LEVEL	HOURS PER WEEK
WORK EXPERIENCE		HOURS PER WEEK
TOTAL HOURS PER WEEK: must be 21 or more		

EMA LEARNING AGREEMENT DECLARATION

Session 2019/2020

I understand that:

- To be successful for an EMA award, I must at least **complete a 21-hour study programme**.
- EMA payments may be withheld should my attendance in any class fall below the 100% minimum requirement.
- The EMA Team cannot make a final decision regarding payments until the completed Learning Agreement has been returned from the school.

Section 6: STUDENT DECLARATION

SIGNATURE OF STUDENT	PRINT NAME	DATE
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Section 7: PARENT/CARER DECLARATION

SIGNATURE OF PARENT/GUARDIAN	PRINT NAME	DATE
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FOR OFFICIAL USE ONLY

All information is held in compliance with the Data Protection Act 1998

The school undertakes to explain fully the contents of the Learning Agreement to the student, to monitor the progress and attendance of the student and to notify Aberdeenshire Council immediately of any difficulties in meeting the requirements of the learning agreement at any point in the school year.

AUTHORISED SIGNATURE		SCHOOL STAMP
PRINT NAME		
DESIGNATION OF AUTHORISED SIGNATORY	DATE	

Please pass to the administrator(s) in your school that deal with EMA for it to be recorded on SEEMIS to ensure the student receives payment.

NB: Arrangements must be made for regularly reviewing the Learning Agreement.

DATE	AMENDMENTS	AUTHORISED SIGNATURE	STUDENT'S SIGNATURE

Privacy Notice – Education Maintenance Allowance

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AM.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- Establishing eligibility criteria for the provision of an Education Maintenance Allowance

Your information is being collected by Aberdeenshire Council.

The legal Basis for collecting the information is: **Performance of a Contract**. Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of **employment, and social security and social protection law**

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If the correct information is not provided the application will not be progressed to the next stage.

Your information will be shared with the following recipients or categories of recipient:

The educational establishment attended by the Student
The Scottish Government
EMA Scotland
SEEMIS

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

Please state the retention period(s) 6 Years

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner’s Office;
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

I confirm that I have read and understood the Privacy Notice

(Please tick)