

Educational Maintenance Allowances (EMA) 2019/20

Aberdeenshire Student Guidance

(Please note full guidance is available at www.emascotland.com)

Am I eligible?

- If you are 16 years of age or over before 30 September 2019, you may be eligible for an EMA from the beginning of the August school term.
- If you are 16 years of age after the 1 October 2019 and before 29 February 2020, you may be eligible for an EMA from January 2020.
- If you are eligible for a full academic year award, your application must be submitted by 30 September 2019, if not the award **can only** be made from the date it is received by this office. You can still submit an application up to 31 March 2020.
- If you are eligible for an award from January 2020, your application must be submitted by 29 February 2020, if not the award **can only** be made from the date it is received by this office. You can still submit an application up to the 31 March 2020.

What level of income do I need to become eligible?

- Household income is normally assessed on gross taxable household income for the period April 2018 to April 2019.

Income	No of dependent children in household	Award
Up to £24,421	1	£30
Up to £26,884	2+	£30

NOTE: Dependent children are all those up to the age of 16 and those over the age of 16 and up to the age 25 if they are in full time Further or Higher Education (proof required) such as pay slip or letter showing they still live at that address.

What might I need to provide?

- You will have to provide evidence of further information if they attend Higher Education at College or University if they are the dependent person is aged between 16 and 25 such as SSAS letters of acceptance etc.

What if I am Home Educated?

- Home Educated applicants will have to complete and submit further information (in respect of a Learning Agreement Declaration, a Notification of Home Education form and appropriate documentation as evidence of a history of home education), in order for their EMA application to be processed. This will be advised once your completed EMA application form has been received.
- Please note: some of the sections of the application form may not apply to home educated students (i.e. references to school and SQA Candidate Number etc). Please complete all relevant sections as far as possible. Where asked to enter school details, please enter "Home Educated".

School Holidays

- You will not receive any payments for school holidays.

Study Leave

- Your EMA will be paid whilst you are on study leave. S5 pupils will be paid to the end of the school year and S6 pupils will be paid until the date of their final SQA exam. S5 pupils must maintain 100% attendance until the end of the school year to receive their payments.

ADDITIONAL STUDENT INFORMATION REGARDING INCOME & PAYMENTS

Evidence of Household Income to Provide?

- If you are in employment a P60 for year-end April 2019 will be suitable or a payslip 12 showing the final pay to date.
- If you are on any benefits please provide us with letters or certificates from them.
- If you have a Tax Credit form (TCAN) from HMRC which shows your actual income for 2018-19 this will be sufficient.
- If you are a lone parent household we will require proof of this, provide us with the Council Tax Bill showing the 25% reduction or a TCAN showing lone parent is on this.
- If you do not receive the 25% reduction due to an older sibling living in the house, please provide us with their birth certificate and any current paperwork to show they live at this address (we do not use their income).
- If you are self-employed, please provide us with an SA302 or end of year final tax assessment certificate. Or if you have a current Tax Credit form showing actual income (not estimated) for 2018/2019.
- If you are in receipt of any pension/s please provide paperwork.
- If you are an Independent student living on your own we require proof of situation either from the school or a social worker. Also provide us with any benefit/s letters you receive in your own right, such as Housing or ESA.
- If you are in Foster Care/ Kinship Care/ Local Authority Care or a Looked After Child, we will require a letter from your Social Worker to inform us of your situation and we do not use the household income.
- If there has been a significant change in financial circumstances from one year to the next, please provide us with previous income and as much information regarding current situation so we can assess a projected income for the future. A provisional payment could be paid and further assessments made during the year.

Learning Agreements

By signing your Learning Agreement, you are agreeing to adhere to the terms and conditions of EMA, and you are agreeing to meet the required standards of 100% attendance, timekeeping and behaviour expected by your School. If you fail to maintain these standards, your EMA payments may be withheld.

You will not receive any EMA payments until your Learning Agreement has been signed by you, your parent(s)/guardian(s) and your School. The office submits the learning agreement to the schools and it should come to us **with the application form**.

Bank Details

The bank details **must** be in the student's name **only** as they are applying for this award. If the account is in "another" name information must be provided, we only accept "another" when a student is possibly at a special school. We always contact the school attended for their advice on the information provided before a decision is made.

Payments and Backdated Payments

When we receive the learning agreement back from the school, your application form is considered complete (complete means that we have received all the necessary documents and information to process your application. When the application is complete we will send or email you an acceptance letter, terms and conditions and a timetable of payments. Your payments will start after this and any back dated payments due to you will be with this payment. Your attendances are input by the schools, if you do not receive a payment and you think you should, please contact your school first.

PROVIDING AN EMAIL ADDRESS WILL SPEED UP CONTACT WITH YOU.

A FIRST CLASS STAMP WILL NOT ALWAYS BE SUFFICIENT POSTAGE WHEN SENDING IN YOUR COMPLETED APPLICATION FORM, IT WILL DEPEND ON THE SIZE OF THE ENVELOPE USED AND CONTENTS.

IT IS ADVISABLE TO SEND YOUR APPLICATION BY RECORDED DELIVERY AS IT CONTAINS PERSONAL INFORMATION. DO NOT SEND ORIGINAL DOCUMENTS.

IF YOU ARE POSTING YOUR APPLICATION WITH ORIGINAL DOCUMENTS YOU MUST ENCLOSE A STAMPED ADDRESSED ENVELOPE (9" X 6" IN SIZE) IDEALLY WITH A PRE-PAID RECORDED DELIVERY ENVELOPE FOR PERSONAL DOCUMENTS, OR THEY WILL NOT BE RETURNED TO YOU.

The cut-off date for processing application forms for the academic year 2019/20 is 31 March 2020. **No applications will be accepted after this date.**

Please write in BLOCK CAPITALS when completing the application. Please complete the application form and send it to the following address:

Aberdeenshire Council
Education & Children's Services
EMA Team
Woodhill House
Westburn Road
Aberdeen
AB16 5GB