



**EDUCATION MAINTENANCE ALLOWANCE (EMA)
 ACADEMIC YEAR 2018/2019**

Complete Form in BLOCK CAPITALS using Black or Blue Ink

FULL NAME OF STUDENT:

(This should be the name you are recognised by at school)

NAME OF SCHOOL:

DATE OF BIRTH:

D	D	/	M	M	/	Y	Y	Y	Y
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SQA CANDIDATE NUMBER (SCN):

(This is a 9 digit number allocated to you by SQA. You will have to remember it and enter it on exam papers)

Have you received EMA before? Yes No

A fresh application must be made each academic year including all original documentation needed to complete the assessment.

OFFICIAL USE ONLY

EMA Reference No.	Date Application Received	1 st Check	2 nd Check
Date Application Fully Completed	Approved YES / NO	EMA Start Date	Date Award Letter Sent
Date Learning Agreement Received	Autumn Intake YES / NO	Winter Intake YES / NO	Provisional Award YES / NO

Final Award

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Additional Guidance

Both Student and Carer(s) must sign the Declaration Form on page 10

- If you were born between 01 March 1999 and 28 February 2003 you may be eligible for an EMA.
- If you were born between 01 March 1999 and 30 September 2002 (summer intake), you may be eligible for an EMA from the beginning of the academic year.
- If you were born between 01 October 2002 and 28 February 2003 (winter intake), you may be eligible for an EMA from January 2019.
- For those eligible for full year award, if the application is not submitted by **30 September 2018**, the award can only be made from the week it is received by this office. Please note that if proof of household income is not yet available, the form may be submitted by the deadline with a note saying “proof of income to follow”.
- For those who are eligible from January 2019, if the application is not submitted by **28 February 2019**, the award can only be made from the week it is received by this office. Please note that if proof of household income is not yet available, the form may be submitted by the deadline with a note saying “proof of income to follow”.
- The cut-off date for processing application forms for the academic year 2018/2019 is **31 March 2019**. No applications will be accepted after this date.
- Household income is normally assessed on gross taxable household income for the period **06 April 2017 to 05 April 2018**.
- If there is a significant change in financial circumstances within the household, students may be eligible to apply for an **in-year reassessment** during the current academic year. This is possible where income for the current financial year reduces by at least 15%. Contact Local Authority for more information. Please note this will be classed as a provisional award and can only be made up until Christmas 2018 in the first instance.
- The income thresholds for the EMA Programme, Academic Year 2018/2019 are as follows:

Gross Household Income	Number of *dependent children in the household	Award
£0 - £24,421	1	£30 per week
£0 - £26,884	2+	£30 per week

**the term “dependent children” are 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 further or higher education.*

- If you are receiving education while living in a foster home or children’s home, and are in the care of the local authority, or living independently in receipt of Income Support or Contribution-Based Employment & Support Allowance, you are eligible for the £30 per week EMA award without having to provide evidence of household income.
- If successful, you must complete a **Learning Agreement** and adhere to the terms of that agreement.
- If successful, you must attend school for a minimum of 21 guided learning hours per week (timetabled hours including study periods).
- If successful, you will only receive EMA payments for those weeks where you have maintained 100% attendance (including authorised absences) and acceptable punctuality and conduct.
- Students may be eligible to receive a provisional award if a self-employed parent is temporarily unable to supply details in which a final settlement can be made. Please enter notes in Additional Information on pages 12/13. Please note that a provisional award can only be made up until Christmas 2018 in the first instance.
- If you plan to return to school for the academic year 2019/2020, you may be eligible for a further year’s EMA support. A fresh application must be made each academic year including all original documentation needed to complete the assessment.

The Scottish Ministers reserve the right to review the EMA programme at any time.

Application Contact Address

Please refer to the checklist on page 11 prior to submitting your form.

Please complete the application form and send it to the following address:

Catriona Maciver
Comhairle nan Eilean Siar, Department of Education and Children's Services
Sandwick Road, Stornoway
Isle of Lewis HS1 2BW

Please phone 01851 822 729/763 if you any questions about completing this application form.

Data Protection Privacy Notice

Comhairle nan Eilean Siar will use the personal data which you have provided in this form for the following purposes:

- To process your claim
- To verify the accuracy of the data and your eligibility for Education Maintenance Allowance
- To provide education and functions associated with education
- For fraud prevention
- For audit (internal and external) and debt collection
- For statistical analysis

This use of your personal data is necessary in order for the Comhairle to deal with your application, to carry out its public functions in the public interest and to comply with its legal obligations. The Comhairle will hold your data securely and will share it only with those organisations which require to have it for any of the purposes set out above. Your data will be kept for the duration of the application and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy.

You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly.

The Comhairle's Data Protection Officer is Tim Langley (tel: 01851 822 604, email: tim.langley@cne-siar.gov.uk).

- Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered to Local Authority Departments for schools throughout Scotland. The Scottish Government and Local Authorities are controllers in relation to our information.
- The information you supply shall be used for the purposes of assessment, award, payment, and where necessary, recovery of the EMA and we will provide information to the Scottish Government, all in accordance with the requirements in the Scottish Government EMA (Scotland) Business Model.
- We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, for research or statistical purposes, as permitted by law. These third parties include other government departments.
- We will not disclose information about you to anyone outside our Local Authority unless the law permits us to.
- **To note – The Department for Work and Pensions are implementing significant changes to the benefits system which includes the roll out of Universal Credit. Universal Credit will replace the current suite of benefits and their notification forms.**

PART A

Section 1(A): PERSONAL DETAILS – Completed by Student

Gender Male Female Date of Birth / /

First Name
Surname

e-mail address of applicant

Current Home Address

Post Code

Home Telephone No. Mobile No.

Section 1(B): 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.

From / / To / /

Address 1

Post Code

From / / To / /

Address 2

Post Code

Residency: please tick the relevant box:

UK EU/EEA National/Swiss National Settled Status/Exception Leave to Enter/Remain

Refugee Status/Temporary Protection/Humanitarian Protection None of these

From / / To / /

If required, please use additional information pages (on page 16) of this application form.

Section 2: COURSE/SCHOOL DETAILS – Completed by Student

Name of School

Address

Post Code

Are you attending school for at least 21 guided learning hours each week?

Yes No

If no, do you have flexible study arrangements to meet your particular needs, i.e. medical condition?

Yes No

Please state reason why you will be attending school for less than 21 guided learning hours. Please use additional information pages (on pages 12/13) of this application form if required.

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Section 3: BANK/BUILDING SOCIETY ACCOUNT DETAILS – Completed by Student

Name of person holding account

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Is the account holder the EMA student?

Yes No

If no, please state reason below:

Name and Address
of your Bank/
Building Society

Bank/Building Society Sort Code (6 digits)

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Account Number (8 digits)

(account number does not always appear on your bank card, if this is the case, please check a recent bank statement or contact your local branch)

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Roll/Reference Number (if applicable)

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Any changes to your bank/building society account must be made in writing immediately to the EMA Section.

Section 4: INDEPENDENT STATUS – Completed by Student

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

If yes, are you living under the care of the Local Authority or with foster parents? Yes No

Section 5: FAMILY DETAILS - Completed by Student

Who do you live with? (please tick all that apply)

Mother Father Mother's partner Father's partner EMA Applicant's partner

Grandparent(s) Foster parent(s) In care On my own

Other adults Please specify

Lone parent household? Yes No If yes, please provide proof

How many *dependent children living in the household (including yourself)?

(*the term "dependent children" are 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 further or higher education.)

Full name of Other Dependents	Date of Birth	Name of Nursery/School/Learning Centre

	Parent/Carer 1	Parent/Carer 2
Name (including title)	<input type="text"/>	<input type="text"/>
Permanent Address	<input type="text"/>	<input type="text"/>
Post Code	<input type="text"/>	<input type="text"/>
Relationship to applicant (i.e. Mum/Dad)	<input type="text"/>	<input type="text"/>
Occupation(s) held during the financial year 2017/2018	<input type="text"/>	<input type="text"/>
Marital Status	<input type="text"/>	<input type="text"/>
Contact Number	<input type="text"/>	<input type="text"/>

EMA applicants must now sign the Student Declaration in Section 7(A) on page 10.

Section 6(A): HOUSEHOLD INCOME – Completed by Parent(s)/Carer(s)

Have you enclosed a 2018/2019 Tax Credit Award Notice (TCAN) with your application form? This should show details of your payments starting on 06 April 2017. This should **not** be a Tax Credits Annual Review, as this does not show household income.

Yes No

If yes, please go straight to Section 7(A)/7(B) on page 10, you do not need to complete Section 6(B).

Section 6(B): HOUSEHOLD INCOME – Completed by Parent(s)/Carer(s)

For those who cannot produce a Tax Credit Award Notice, the following income details are required.

Values should be annual amounts for 2017/2018 financial year.

Please enter nil value if not applicable.

TAXABLE SOCIAL SECURITY BENEFITS - AMOUNT RECEIVED IN 2017/2018 FINANCIAL YEAR		
	Parent/Carer 1	Parent/Carer 2
Carer's Allowance (<i>previously called Invalid Care Allowance</i>) <i>Including any child dependency increase.</i>	£	£
Contribution-Based Jobseeker's Allowance Do not include any amounts if Income-Based Jobseeker's Allowance. If you started work and gave your employer a P45U showing these details, do not include them here.	£	£
Contribution-Based Employment & Support Allowance Please state any Contributions-Based Employment & Support Allowance received.	£	£
Incapacity Benefit Include benefit paid after the first 28 weeks of incapacity (at the short-term higher and long-term rates) together with any child dependency increase. If any tax was deducted from your benefit, enter the amount due before the tax was taken off. Do not include benefit paid in the first 28 weeks of incapacity (at the short-term lower rate) or benefit paid for a period of incapacity that began before 13 April 1995 and for which Invalidity Benefit used to be payable or any child dependency increase with these payments. If you started work and gave your employer a P45U showing these details, do not include them here.	£	£
Income Support This is only taxable if it is payable to a member of a couple and the recipient (but not the recipient's partner) is on strike. Do not report Income Support if it is not taxable.	£	£

SOCIAL SECURITY BENEFITS

Are you in receipt of non-taxable social security benefits? Yes No

If yes, please take Part C (pages 16 and/or 17) to DWP / Jobcentre Plus to be completed.

EARNINGS FROM EMPLOYMENT (INCLUDING SELF EMPLOYMENT) IN 2017/2018 FINANCIAL YEAR		
	Parent/Carer 1	Parent/Carer 2
Total gross employment income from all jobs after deduction of <ul style="list-style-type: none"> pension contributions, and deductions to charity via gift aid But , before taking off <ul style="list-style-type: none"> tax and National Insurance Contributions, and share Incentive Plan deductions Include <ul style="list-style-type: none"> your total profits minus losses from self-employment any tips or gratuities you received any Statutory Sick Pay you received the taxable part of any termination payments taxable securities options gains any strike pay you received payments for any work done whilst you were serving a sentence in prison or on remand (this counts as income for tax credit purposes even though it is not taxable as earnings) 	£	£
Deduct any allowance expenses you have incurred (see Guidance for completing application for 2018/2019)	£	£
Deduct up to the first £100 for each week you received Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay. (for example, if you received £80 please enter £0, if you received £120 please enter £20). For tax credits, £100 a week of each payment is ignored.	£	£

BENEFITS FROM YOUR EMPLOYER(S) IN 2017/2018 FINANCIAL YEAR		
Type of benefit	Parent/Carer 1	Parent/Carer 2
Goods or assets	£	£
Your liabilities (bills, etc.) paid by employer	£	£
Vouchers and credit tokens	£	£
Car mileage allowances or running costs	£	£
Company cars	£	£
Car fuel	£	£
Taxable expenses payments	£	£

NOTIONAL INCOME IN 2017/2018 FINANCIAL YEAR		
	Parent/Carer 1	Parent/Carer 2
Capital treated as income (e.g. stock dividend)	£	£
Trust income that under the income tax rules is treated as the income of another person e.g. investment income of a minor child where trust funds have been provided by a parent and the amount exceeds £100.	£	£
Income you were entitled to but did not apply for e.g. if you were entitled to claim Carer's Allowance but did not claim it.	£	£
Income you deprived yourself off e.g. if you sell the right to an occupational pension worth £10 a week for £2500, the £2500 should not be included but you should add £10 a week to your income	£	£
Income you have deprived yourself off (e.g. income not taken because you worked for less than the going rate (or for nothing) but where the person for whom the work was done, or for whom the service was provided, has the means to pay. This does not apply to voluntary work or employment or training programmes.	£	£

UK PENSION IN 2017/2018 FINANCIAL YEAR		
	Parent/Carer 1	Parent/Carer 2
Widowed Parent's Allowance.	£	£
State Pension.	£	£
Other Pensions, Personal Pension Plan or retirement annuity contracts.	£	£

SAVINGS IN 2017/2018 FINANCIAL YEAR		
	Parent/Carer 1	Parent/Carer 2
Gross income from investments/savings/shares, etc. include interest from any bank or building society accounts (this is income before tax was deducted).	£	£
If you received any company dividends add the tax credit to the dividend.	£	£

PROPERTY/TRUST/FOREIGN INCOME IN 2017/2018 FINANCIAL YEAR		
	Parent/Carer 1	Parent/Carer 2
Include income from property or land in the UK that you owned or leased out (if this was part of your business income include it above as income from self-employment).	£	£
Gross income from a trust, settlement or a deceased person's estate (this is the income before tax was deducted).	£	£
Foreign income: Include the gross amount, in British pounds before any foreign tax is deducted. NB – for foreign pensions only include 90% of the gross amount received.	£	£

Add totals for Parent/Carer 1 and Parent/Carer 2	£
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FOR OFFICE USE ONLY BELOW THIS LINE

Please note deduction from other income where appropriate.	£
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OVERALL TOTAL HOUSEHOLD INCOME FOR FINANCIAL YEAR 2017/2018	£
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Evidence enclosed with application	TCAN	P60	Council Tax Bill	Part C	Part B	SA302
Please tick appropriate boxes:						
Initial:						

Section 7(A): STUDENT DECLARATION

This section must be completed by the student applying for the 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 the EMA unit.

Signature of Applicant Date / /

Name (PRINT)

Section 7(B): 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.
- I/We undertake to provide any additional information which may be required by the Local Authority to verify the particulars given and also to inform the Local Authority immediately of any alterations in these particulars.
- I/We undertake to inform the Local Authority of any changes in financial circumstances which may affect the award.
- I/We understand that if my/our child does not keep to the conditions of their Learning Agreement, payments may be withheld.
- I/We understand that if my/our child leaves school, he/she will not be entitled to any further payments.
- I/We consent to the undertaking signed by the student above.
- I am/We are aware that my/our child is bound by the conditions set out by the EMA guidance.
- I/We give permission for the Local Authority to release information relating to my/our household circumstances to the EMA team for proof of a single occupancy.

Parent/Carer 1 Signature Date / /

Name (PRINT)

Parent/Carer 2 Signature Date / /

Name (PRINT)

Please use the Checklist on page 11 to ensure all relevant documentation has been provided.

Section 8: CHECKLIST

Failure to send in the relevant documentation will delay the processing of your EMA.

Documentation required (see below)

Part 1: If you are able to provide one of the following, that is all the evidence required:-

- | | Tick if enclosed |
|---|--------------------------|
| • HM Revenue & Customs Tax Credit Award Notice (TCAN) TC602 for 2018/2019 | <input type="checkbox"/> |
| • If you are an independent student, Part C must be completed by the DWP | <input type="checkbox"/> |
| • If you are in care of the Local Authority, please supply proof | <input type="checkbox"/> |

Part 2: If you are not able to provide evidence listed in Part 1, your parent(s)/guardian(s) must supply the following (where appropriate) showing income received up until 05 April 2018:-

- | | Tick if enclosed |
|---|--------------------------|
| • Child Benefit Letter as proof of guardianship | <input type="checkbox"/> |
| • P60 showing employment income | <input type="checkbox"/> |
| • SA302 or accountant's certificate (see Part B) showing self-employment income | <input type="checkbox"/> |
| • Part C must be completed by DWP / Jobcentre Plus as confirmation of benefit(s) received | <input type="checkbox"/> |
| • P60 showing occupational pension income | <input type="checkbox"/> |
| • SAAS or college award letter confirming full-time student status | <input type="checkbox"/> |
| • P45 if employment was ceased during the 2017/2018 financial year | <input type="checkbox"/> |
| • Other documentation required as per Section 6B Household Income calculation | <input type="checkbox"/> |

Part 3: If you are a single parent household and cannot provide TCAN as listed in Part 1, you must supply the following:-

- | | Tick if enclosed |
|---|--------------------------|
| • Proof of lone parent status, e.g. 2018/2019 Council Tax Bill, Divorce Decree etc... | <input type="checkbox"/> |

RETURN OF DOCUMENTS

All documents will be returned to the parent/guardian of the student.

ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self employed, each is required to complete Part B separately.
NB: application may be submitted with Part B to follow.

Student Name

Student Date of Birth DD / MM / YYYY

Name of Parent/Carer who is Self Employed

Trading Name
Business Address

Estimated Profits for Trading Year 2017/2018 £

ADD

Charges not allowable for tax purposes £

DEDUCT

Capital Allowances £

EQUALS

TAXABLE PROFITS £

Please provide any details of any other income received during trading year 2017/2018:

Self Employed Parent/Carer 1 £

Date DD / MM / YYYY

Accountant's Name
Office Address

Accountant's Signature

Accountant's Official Stamp

NB: An SA302 is still required in order to finalise any award. This may have to be requested from HM Revenue & Customs.

PART B 2 – Parent/Carer 2

ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self employed, each is required to complete Part B separately.
NB: application may be submitted with Part B to follow.

Student Name

Student Date of Birth / /

Name of Parent/Carer who is Self Employed

Trading Name
Business Address

Estimated Profits for Trading Year 2017/2018

ADD

Charges not allowable for tax purposes

DEDUCT

Capital Allowances

EQUALS

TAXABLE PROFITS

Please provide any details of any other income received during trading year 2017/2018:

Self Employed Parent/Carer 2

Date / /

Accountant's Name
Office Address

Accountant's Signature

Accountant's Official Stamp

NB: An SA302 is still required in order to finalise any award. This may have to be requested from HM Revenue & Customs.

CERTIFICATE OF BENEFITS RECEIVED – To be completed if PARENT/CARER 1 is in receipt of benefits

To be completed by student's parent/carer before submitting to DWP

Your Name Student's Name

Your National Insurance number

Address

I authorise DWP to give information relating to my benefit's allowances

Signature

FOR DWP USE BELOW THIS LINE

**You should now take this form to your local DWP Office for completion.
To be completed by the Department for Work & Pensions for the district in which the parent/carer is/was registered.**

Please complete details of benefits received **at any time during the year 05 April 2017 to 03 April 2018 or are currently in receipt of.**

Name of additional person(s) claimed in addition to above

					Taxable	Non-Taxable
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
From:		To:		£ per week	Type of Benefit:	
Other						
From:		To:		£ per week	Type of Benefit:	

Signature of Manager/Clerk

Please print name

Date

DWP Stamp

Department for Work & Pensions Office

PART C 2 – Parent/Carer 2

CERTIFICATE OF BENEFITS RECEIVED – To be completed if PARENT/CARER 2 is in receipt of benefits

To be completed by student's parent/carer before submitting to DWP

Your Name Student's Name

Your National Insurance number

Address

I authorise DWP to give information relating to my benefit's allowances

Signature

FOR DWP USE BELOW THIS LINE

**You should now take this form to your local DWP Office for completion.
To be completed by the Department for Work & Pensions for the district in which the parent/carer is/was registered.**

Please complete details of benefits received **at any time during the year 05 April 2017 to 03 April 2018** or are **currently in receipt of.**

Name of additional person(s) claimed in addition to above

						Taxable	Non-Taxable
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
From:		To:		£ per week	Type of Benefit:		
Other							
From:		To:		£ per week	Type of Benefit:		

Signature of Manager/Clerk

Please print name

Date

DWP Stamp

Department for Work & Pensions Office

