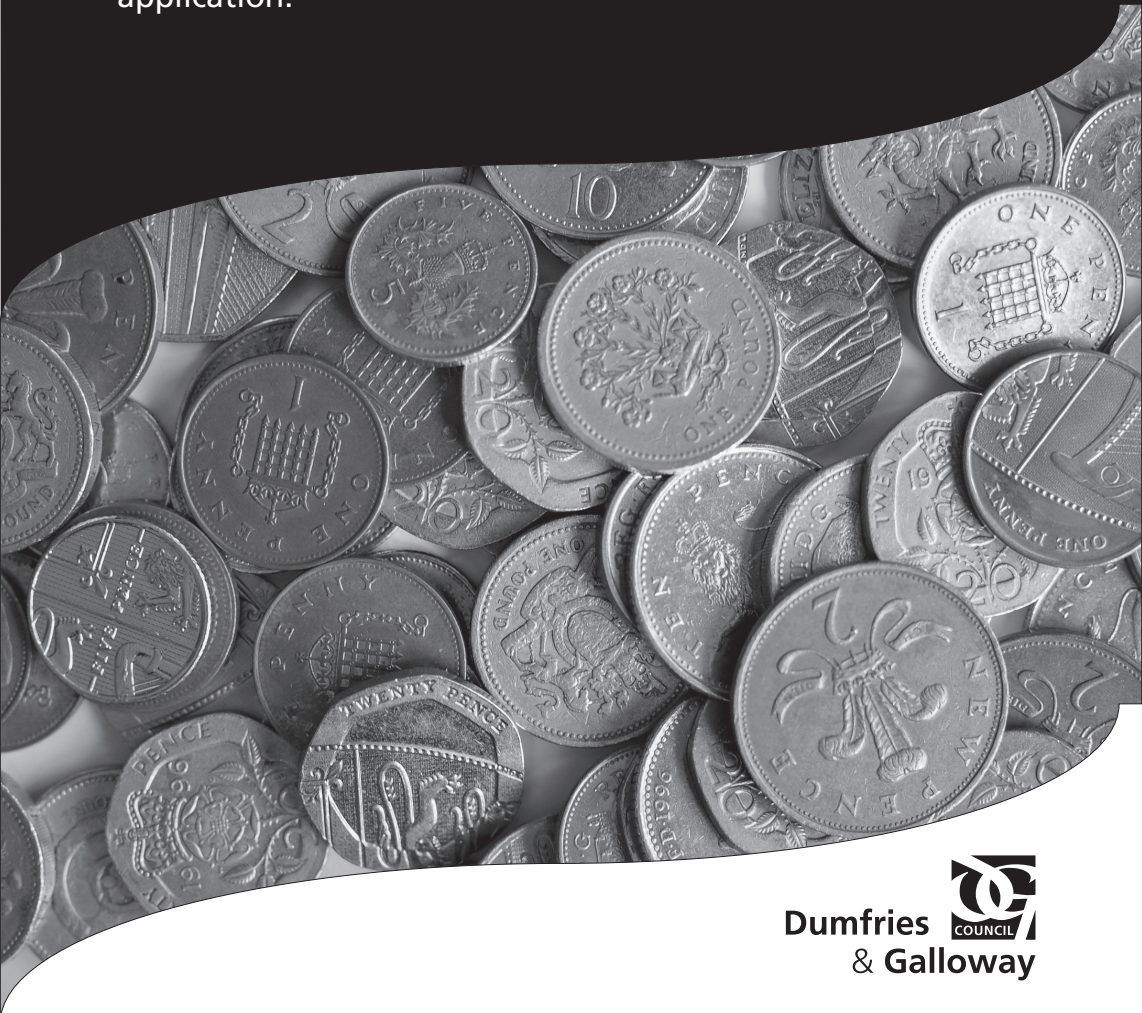


Dumfries and Galloway Council

# Education Maintenance Allowance 2019/2020

## Guidance Notes

These notes accompany the 2019/2020 EMA Application form. Please read these notes prior to completing your application.



### Advice

A fresh application must be made each academic year, including copies of all documents required to complete the assessment.

When completing the application form please answer each section, as best you can, and submit with the relevant financial documentation.

**DEADLINES** apply for the submission of the application form, so do not delay in sending this form.

You can send the form without the required documents, but you must send them to us once available. We will not be able to make a final decision until we have all the required documents. If you do send any documents at a later date, please remember to include the applicant's name, learning centre and date of birth so we can match them to the application. Late return may affect payments made.

**PLEASE KEEP THIS GUIDANCE FOR YOUR OWN REFERENCE. DO NOT SEND THIS WHEN SUBMITTING YOUR APPLICATION TO:**

Education Support Services  
Children, Young People & Lifelong Learning (CYPPL)  
122-124 Irish Street, Dumfries, DG1 2PB  
Email: [EMA@dumgal.gov.uk](mailto:EMA@dumgal.gov.uk)  
Website: [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

### Introduction

The Education Maintenance Allowance (EMA) is a means tested weekly allowance payable in two week instalments in arrears. Payments are made during term time only. The programme aims to increase participation and retention in post-compulsory education.

### Eligibility

- You can apply for an EMA if you attend a school in Dumfries and Galloway, are Home Educated, live in Dumfries and Galloway and travel daily to attend a school or college outwith Scotland or participate in an Activity Agreement
- Students 16 years of age or over before 30 September 2019 may be eligible for an EMA from the beginning of term starting August 2019.
- Students 16 years of age between 1 October 2019 and 29 February 2020, 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 2019, the award can only be made from the week it is received by this office.
- For those who are eligible from January 2020, if the application is not submitted by 29 February 2020, the award can only be made from the week it is received by this office.
- The cut-off date for processing application forms for academic year 2019/2020 is 31 March 2020. No applications will be processed after this date.

- Household income is assessed on gross taxable household income for the period 6 April 2018 to end of 5 April 2019.
- The income thresholds for the EMA Programme, Academic Year 2018/2019 are currently as follows:

Income	No. of dependent children in the household	Award
£0 - £24,421	1	£30
£0 - £26,884	2+	£30

- Dependent children are all those up to the age of 16 and those over the age of 16 and up to age 25 if they are in full time further or higher education. (Please provide confirmation of other dependent's attendance at University)
- If you are receiving education and are in the care of the local authority you are eligible for a £30 EMA award without having to provide evidence of household income.
- The course the young person is undertaking must be a course of non-advanced education, as defined in the EMA (Scotland) Regulations 2007 and the Education (Access Funds) (Scotland) Determination 2014.
- There is no deadline for submission of applications for young people applying for Activity Agreement EMA.
- To be eligible for an EMA, students must meet the nationality and residency requirements of the programme. In all cases students

should provide evidence depending on their circumstances. If you have not been resident in the UK for 3 years you must provide evidence of your residency status. More information about nationality and residency can be found in the EMA Guidance Document on the EMA website [www.mygov.scot/ema](http://www.mygov.scot/ema)

- You can apply for an EMA if you are Home Educated. You must have a history of being home educated.

### Provisional Awards

Students may be eligible to receive a provisional award if a self-employed parent is temporarily unable to supply financial details. If a Self-Assessment Tax Calculation (SA302) is not available your parent(s) or carer(s) should send a letter from their tax advisor or themselves or arrange for their accountant to complete Part B of the application giving an estimate of their business profit for the year ended 5 April 2019. You are still required to send the SA302 from HMRC once you receive it.

For provisional award payments paid to those whose parents are self-employed, a stop on payments will be made on 31 December and no further payments should be made until income has been finalised.

If an applicant is paid an EMA provisional award that is not finalised then applies for EMA again in another year, the amount already paid should be deducted before any further payments are paid.

Provisional awards can also be made in cases where the household has experienced a change in financial circumstances as a result of redundancy

## Learning Agreement

A Learning Agreement is an agreement between the student and the Learning Centre/School. In order to receive a payment a student must have an acceptable Learning Agreement and it is each student's responsibility to ensure he/she has this. Once you have completed and returned an EMA application and have received an entitlement letter from the Education Support Services please take your letter to your school and they will help you complete the Learning Agreement. Failure to complete/return an agreement may affect your payments.

The EMA is based on 100% attendance and students must normally be on a full time non advanced course and enrolled as full time i.e. attending 21 hours guided learning hours per week. Arriving late at school may also affect your payment. For Activity Agreement students and students living in Dumfries and Galloway but studying across the border the guided hours may differ.

## School Holidays & Study Leave

Payments are not made for school holidays.

EMA is paid during study leave. S5 pupils will be paid to the end of the school year if returning to school to enter 6<sup>th</sup> year if not then as with S6 pupils you will be paid until the date of the final SQA exam unless you find employment.

## Sickness & Absences

It is your responsibility to contact your school if you are absent due to sickness and it may affect your payments.

## Young Carers/Vulnerable Students

- Flexibility and additional support is extended to vulnerable young people. Written confirmation to support the young person's circumstances is required from Learning Centre and/or Support Worker.

## Completing the Application

### Front Page

In this section (1) you must tell us:

- Your full name, including any middle names.
- The name of the School or Learning Centre you attend.
- Your Date of Birth
- If you have received EMA before please tick Yes or No box.

### Part A

#### Section 1(A) Personal Details

In this section you must tell us:

- Your gender
- Your date of birth
- Your full name, including any middle names.
- Your email address if you have one
- Your full current address
- Contact telephone numbers

#### Section 1(B) Personal Nationality and Residency Details

In this section you must tell us your residency details and status.

Some points to remember:

- If you have not lived at your present address for more than 3 years please let us know any previous addresses.

- If you have not been resident in the United Kingdom or another European Union country for 3 years before the EMA qualifying date we are unlikely to be able to pay EMA. Contact us for more information if this applies to you.
- If there are any changes to a student's bank account details during the year the Education Support Services should be informed in writing urgently. Failure to do so may result in payments being stopped or delayed.

### **Section 2 Course**

In this section you must tell us:

- The year of study you will be undertaking
- If you have received EMA before. If you have please tell us which local authority or college paid your EMA.
- If you are attending 21 guided learning hours each week if no the number of hours you will be attending.
- If you have any flexible study arrangements and the reason.

### **Section 3 Bank/Building Society Account Details**

In this section you must tell us your bank account details.

Some points to remember:

- We can only pay EMA direct to your own bank account. We cannot pay anyone else on your behalf. If you do not have your own bank account you will need to open one.
- If there is a reason why you cannot open your own bank account please tell us the reason in the additional information at the end of the form.
- EMA payments are made by Bacs so your bank account must be able to accept Bacs payments. Check with your bank if you are unsure.

Please contact the school in the first instance if you have any queries regarding any of your EMA payments.

### **Section 4 Independent Status**

In this section you must tell us:

- If you live independently please provide confirmation of any income. If you are in receipt of Income Support in your own right Part C, Certificate of Benefits received page should be completed or a letter requested from the Department of Work and Pensions.
- If you are in local authority care we will require written evidence of this from the relevant authority.

### **Section 5 Family Details**

In this section you must tell us who you live with, their relationship to you and information about the Parent/Carers.

### **Section 6 Household Income**

In this section you must confirm if you have enclosed a Tax Credit Award Notice (TCAN) TC602 from HM Revenue and Customs (HMRC) for 2019/2020, that confirms your actual household income for the financial year 2018/2019 or a FINAL Tax Credit Award for 2018/2019. If you are submitting the correct TCAN you do not need to provide any other

income information. If your award is not yet available, please still submit your application form and state on the additional information part of the application that your TCAN is to follow and send us your TCAN once you receive it. Delays in sending documents can affect payments made.

Please note we are unable to accept Provisional Awards or Annual Review forms.

### **Section 7(A)and(B) Student Declaration and Parental/Partner/Carer Declaration**

Please read the declaration and sign the application before you send it to us. Your parent(s) or carer(s) should also read and sign the declaration. Your application will be returned to you if it is not signed and dated.

### **Part B Accountant's Certificate for self-employment**

If self-employed, a Self-Assessment Tax Calculation (SA302) 2018/2019 should be submitted. If this is not available at time of application other evidence should be sent until it can be obtained for example:

- Part B of application completed by your accountant
- FINAL Tax Credit Award for 2018/2019 or
- Tax Credit Award for 2019/2020.

You will still need to send us the SA302 from HMRC when you receive it.

### **Part C Certificate of Benefits received**

If you are in receipt of a benefit please ask your local Job Centre to complete Part C.

If you are unable to do this please send alternatives to this for example:

- If receiving benefits please request a P60U certificate from the DWP or
- P60 certificate for Widow parents Allowance

### **USEFUL CONTACT NUMBERS**

Child Benefit Helpline  
0300 200 3100

Carers Allowance Helpline  
0800 7310 297

Department of Work and Pensions (DWP)  
0800 1690 310

Tax Credit Helpline  
0345 300 3900

HM Revenue and Customs Office  
0300 200 3310 (request SA302 for self-employment)

Pension Credit Helpline  
0800 99 1234

Universal Credit helpline:  
0800 3289 344

### **Household Income Details Required for Parent/Carer(S)**

Please note additional supporting financial documentation is required with your application form if you have ticked No at Section 6 of the application. By household income we mean the income of parent(s) or carer(s) living in the household. This may be:

- Earnings from the work they do
- Profits from a business if they are self-employed.
- Income from taxable state benefits e.g. Employment Support Allowance, Job Seekers Allowance etc.

- Other income – such as interest from banks and building societies if over £300, and dividends from shareholdings, income from property rental etc.
- Pensions

**If you were in employment at any time during the financial year 2018/2019 we can accept the following documents:**

- 2019 P60 or valid week 52 payslip.
- P45
- P60 (or similar certificate) for private pension

### **Benefits from your employer(s)**

(e.g. company car and fuel, taxable vouchers and payments in kind from all jobs)

You may have received benefits from your employer which were not paid out in wages but were taxable. These are called benefits in kind. Your employer should have given you information about these by 6 July 2019, usually on a form **P9D** or **P11D**. You do not have to work out the amount of each individual benefit – your employer will tell you the taxable values.

**If this applies to you, please provide your P9D or P11D for this EMA application.**

If you have not received a form P9D or P11D for the year 6 April 2018 to 5 April 2019 and you think you should have, ask your employer or phone HMRC.

**If required you should send confirmation of Lone Parent Status for example:**

- Copy of your Council Tax Award letter for 2018/2019

Please provide confirmation of all relevant paperwork relating to your household income with your application. Copies are accepted.

Please note that Dumfries and Galloway Council administer the EMA scheme on behalf of Scottish Government – we are not responsible for Policy decisions.

If you have any queries regarding policy, please contact Scottish Government directly.

### Availability of Forms and Contact details

Applications are available from all Secondary Schools, at [www.dumgal.gov.uk](http://www.dumgal.gov.uk) and Dumfries and Galloway Council Education Support Services Children, Young People & Lifelong Learning (CYPLL)  
122-124 Irish Street, Dumfries, DG1 2PB.

For further information / advice on the EMA programme please contact the Education Support Services team  
Tel: 030 33 33 3000.

