

EDUCATION MAINTENANCE ALLOWANCE (EMA) SESSION 2018/2019

- Please read the additional guidance on page 3 carefully to check if you are eligible for EMA
- Write in BLOCK CAPITALS using black or blue ink only
- If you go to College you should not complete this form – contact your College
- Any award will only last until the end of the current academic year. If you continue in education for another year you must re-apply.
- You can submit your form without the required documents in order for us to receive your application before the deadline date. Any outstanding documents **MUST** be submitted when you have them – your application cannot be fully processed until then.

FULL NAME OF APPLICANT:	
NAME OF SCHOOL or LEARNING CENTRE:	
DATE OF BIRTH:	
SQA CANDIDATE NUMBER: (This is the 9 digit number allocated to you by SQA)	

Have you received an EMA before? ☐ YES ☐ NO

OFFICE USE ONLY

Reference No.	Date Application Received		1st Check	2nd Check	
Date Application Fully Completed	Approved		EMA Start Date	Date Award Letter Sent	
Date Learning Agreement/ Activity Agreement Rec'd	Autumn Intake	Winter Intake	16+	Provisional Award	Final Award

FOR OFFICIAL NOTES

GUIDANCE NOTES ARE ALSO AVAILABLE TO HELP IN THE COMPLETION OF THIS FORM
from the school, Customer Access Points or download from aberdeencity.gov.uk

Application Contact Address

A FIRST CLASS STAMP WILL NOT BE SUFFICIENT POSTAGE WHEN SENDING IN YOUR COMPLETED APPLICATION FORM AND DOCUMENTS, POSTAGE CHARGES ARE BASED ON WEIGHT AND SIZE. PLEASE CHECK POSTAGE PRIOR TO SENDING IN YOUR FORM AS WE ARE UNABLE TO PAY EXCESS POSTAL CHARGES.

Please refer to the checklist on page 15 prior to submitting your form.

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

Aberdeen City Council
Customer Applications (EMA)
Business Hub 16, Third Floor West
Marischal College, Broad Street
ABERDEEN
AB10 1AB
If you have any queries please contact:
customerapplications@aberdeencity.gov.uk

IF YOU ARE POSTING YOUR APPLICATION YOU MUST ENCLOSE A STAMPED ADDRESSED ENVELOPE (9" X 6" IN SIZE) FOR PERSONAL DOCUMENTS TO BE RETURNED.

Why are we asking for your information?

The information collected on this form will be used for the purposes of assessing your application for an Education Maintenance Allowance (EMA). Education Maintenance Allowance is a programme funded by the Scottish Government and administered by Aberdeen City Council (ACC) for schools throughout Aberdeen.

The information you supply will 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 will not normally share your information unless required to do so for the prevention or detection of crime or otherwise legally required to do so.

We will keep this information for a period of 5 years, unless we have a legal responsibility to keep the information for a longer period of time.

ACC will keep anonymised data beyond this period for the purposes of auditing service provision and quality assurance.

Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, inaccurate data to be update/amended, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Legal and Democratic Services, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Legal Basis for Processing

The Council is required to make provision for the award and management of Education Maintenance Allowances under the terms of the Education Maintenance Allowances (Scotland) Regulations 2007.

Additional Guidance

- **If you were born between 1 March 1998 and 28 February 2002 you may be eligible for an EMA.**

16th Birthday **	Eligible from	Apply from	Backdated deadline
If it is on or before 30 September 2018	21 August 2018	June	30 September 2018
If it falls between 1 October 2018 & 28 February 2019	8 January 2019	October	28 February 2019

** You do not have to wait till your birthday to apply

- For those eligible for full year award (age 16 before or up to 30 September 2018) - if the application is submitted by 30 September 2018 it can be backdated to the beginning of the term. If it is received after 30 September the award can only be made from the week it is received by this office.
- For those who are eligible from January 2019 (age 16 between 1 October 2018 and 28 February 2019) - if the application is submitted by 28 February 2019 the award can be backdated to the beginning of January. If it is received after 28 February the award can only be made from the week it is received by this office.

NO APPLICATIONS WILL BE ACCEPTED AFTER 31 MARCH 2019

- **The award is based on household income which is normally assessed on gross taxable household income for the tax period April 2017 to March 2018.**
- **The income thresholds for the EMA Programme, Academic Year 2018/19 are as follows:**

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

- Dependant 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.
- 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 contact the EMA office for further details.
- **If you are an independent young person (ie 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 and Allowance), you are eligible for an EMA award without having to provide evidence of household income.**
- **If successful you must:**
 - complete a Learning Agreement with your school or Learning Provider and adhere to the terms of that agreement.
 - attend school for a minimum of 21 guided learning hours per week (timetabled hours including study periods) or adhere to the terms of your Activity Agreement
 - have a bank account in your own name
 - you will only receive EMA payments for those weeks where you have maintained 100% attendance (including authorised absences) and acceptable punctuality and conduct.

Part A

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

Gender Male ☐ Female ☐ Date of Birth (Day/Month/Year)

D	D
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M	M
---	---

Y	Y	Y	Y
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First Name(s)

Surname(s)

Email address of applicant

Current Home Address

Postcode

Home Tel No:

 Mobile:

Section 1(B): PERSONAL NATIONALITY AND RESIDENCY DETAILS

Date from which you have lived in the UK

D	D	M	M	Y	Y	Y	Y
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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

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address 1

Postcode

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address 2

Postcode

Residency (to be completed by all applicants) please tick the relevant box:

Birth Certificates or Passports to be submitted for all UK/EU applicants

Current passports and visas to be submitted for all other applicants

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

Refugee Status/Temporary Protection/Humanitarian Protection ☐ None of these ☐

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

If required, please use the additional information page – 10

Section 2: SCHOOL/LEARNING CENTRE DETAILS – Completed by Student

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Are you attending school and/or college 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. due to a medical condition?

Yes ☐ No ☐

Please state reason why you will be attending school for less than 21 guided learning hours. Please use additional information page if required.

Which year of study will you be undertaking? S4 S5 S6 Other please state

If you received an EMA award last year, to which Local Authority did you apply, and what school did you attend?

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

A blank grid consisting of 20 columns and 10 rows of squares, intended for drawing a diagram.

Please provide proof – bank letter or statement showing the account holder’s name and account number.

Is the account holder the EMA student? Yes ☐ No ☐ (Please set one up as soon as possible)
or

If the student does not hold their own bank account due to additional support needs, please tick here ☐

Bank/Building Society Sort Code (6 digits)

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Account Number (8 digits)

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Roll/Reference Number (if applicable)

[illegible]

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

Section 4: INDEPENDENT STATUS – Completed by Student

Do you receive Income Support (IS) or contributions-based Employment and Support Allowance (ESA) in your own right?

Yes ☐ No ☐

If yes, please send your benefit letter for IS or ESA

Are you living under the care of the Local Authority or with foster parents?

Yes ☐ No ☐

If yes, please send an official letter from your Local Authority

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, e.g. aunt, uncle, brother or sister ☐ please specify

Lone parent household? Yes ☐ No ☐

If yes, you MUST provide proof eg Council Tax Notice showing 25% discount

How many dependant children living in the household?

Full name of other dependents	Date of birth	Nursery/School/Learning Centre
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

	Parent/Carer 1	Parent/Carer 2
Name (include title)	<input type="text"/>	<input type="text"/>
Permanent Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Relationship to Applicant	<input type="text"/>	<input type="text"/>
Occupation(s) held during tax year 2017/18	<input type="text"/>	<input type="text"/>
Marital Status	<input type="text"/>	<input type="text"/>
Contact Number	<input type="text"/>	<input type="text"/>

Both Student and Parent/Carer must sign the Declaration Form on page 9.

Section 6(A): HOUSEHOLD INCOME – To be completed by Parent(s)/Carer(s)

If your household has a Tax Credit Award Notice (TCAN) TC602 from HM Revenue and Customs (HMRC) for 2018/19 based on household income for 2017/2018, all pages of the TCAN must be submitted with the application form. **This should show the actual income and not an estimate. We cannot accept your Tax Credit Review unless it actually states your annual income for tax year 2017-2018.**

If you have included a complete TCAN for 2018/2019 with your application form **you can now go to section 7 on page 9 to sign the declaration.**

If you are still waiting for your TCAN TC602 for 2018/2019 you can still submit your application form but indicate that the TCAN is to follow. Submit it as soon as possible

For those where there is no TCAN available, the following income details are required. Please enter nil value if not applicable. You may need to refer to the **Guidance Notes** when completing this section. Values should be annual amounts for tax period 2017/2018. Please refer to page 15 for details of the documents you may submit as evidence

Section 6(B): HOUSEHOLD INCOME

TAXABLE SOCIAL SECURITY BENEFITS – AMOUNT RECEIVED IN TAX PERIOD 2017/2018

	Parent/Carer 1	Parent/Carer 2
Carer's Allowance Including any child dependency increase.	£	£
Contributions-based Jobseeker's Allowance	£	£
Contributions-based Employment and Support Allowance	£	£
Incapacity Benefit	£	£
Income Support Do not report Income Support if it is not taxable	£	£
Universal Credit	£	£
Personal Independence Payment	£	£

SOCIAL SECURITY BENEFITS

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

If yes, please take part C to DWP/Jobcentre Plus to be completed. (Pages 13 & 14)
Or submit a P60U certificate.

Helpline Numbers:	Carer's Allowance (Preston)	0345 608 4321
	Child Benefit Helpline	0300 200 3100
	Universal Credit Helpline	0345 600 0723
	HMRC Helpline	0345 300 3900

EARNINGS FROM EMPLOYMENT IN 2017-2018 - See EMA Application Guidance for details

	Parent/Carer 1	Parent/Carer 2
Earnings as an employee	£	£
Earnings from self-employment	£	£

BENEFITS FROM YOUR EMPLOYER(S) IN 2017-2018 - See EMA Application Guidance for details

Type of benefit	Parent/Carer 1	Parent/Carer 2
	£	£
	£	£

NOTIONAL INCOME – See EMA Application Guidance for details

	£	£
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UK PENSION - See EMA Application Guidance for details

State Pension.	£	£
Widowed Parents Allowance.	£	£
Industrial Death Benefit	£	£
Other Pensions, Personal pension plan or retirement annuity contracts.	£	£

SAVINGS - See EMA Application Guidance for details

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 - See EMA Application Guidance for details

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 at 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.	£	£

Add totals for Parent/Carer 1 and Parent/Carer 2	£
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Please note deduction from other income where appropriate.	£
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OVERALL TOTAL PER ANNUM	£	£
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Section 7(A): STUDENT DECLARATION

This section must be completed by the student applying for an 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/course/activity, 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

D	D	M	M	Y	Y	Y	Y
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Name (PRINT)

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

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 alteration 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/course/activity, 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 EMA team for proof of single occupancy.

Parent/Carer 1
Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name (PRINT)

Parent/Carer 2
Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name (PRINT)

Please use the Checklist on page 15 to ensure all relevant documentation has been provided.

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	<input type="text"/>								
Student Date of Birth	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Name of Parent/Carer who is Self Employed	<input type="text"/>								
Trading Name	<input type="text"/>								
Business Address	<input type="text"/>								

Estimated Profits for Trading Year 2017/18	£
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 2017/18:

Self Employed Parent/Carer 1	£
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Date	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Accountant's Name	<input type="text"/>								
Office Address	<input type="text"/>								

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.

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

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name of Parent/Carer who is Self Employed

Trading Name

Business Address

Estimated Profits for Trading Year 2017/18	£
--	---

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 2017/18:

Self Employed Parent/Carer 2	£
------------------------------	---

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

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 C 1

Parent/Carer 1

CERTIFICATE OF BENEFITS RECEIVED –

To be completed if PARENT/CARER 1 is in receipt of benefits

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

Your Name Student's Name

Your National Insurance Number

Address

I authorise DWP to give information relating to my benefits allowances

Signature

To be completed by the Department for Work & Pensions for the district in which the parent/carers is/was registered.

Please complete details of benefits received at any time during the year 6 April 2017 to 5 April 2018.

Name of additional person(s) claimed for 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

Department for Work & Pensions Office

DWP Stamp

Part C 2

Parent/Carer 2

CERTIFICATE OF BENEFITS RECEIVED –

To be completed if PARENT/CARER 1 is in receipt of benefits

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

Your Name Student's Name

Your National Insurance Number

Address

I authorise DWP to give information relating to my benefits allowances

Signature

To be completed by the Department for Work & Pensions for the district in which the parent/carers is/was registered.

Please complete details of benefits received at any time during the year 6 April 2017 to 5 April 2018.

Name of additional person(s) claimed for 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

DWP Stamp

Please print name

Date

Department for Work & Pensions Office

CHECKLIST

Documentation required (see below) please provide original documents, not copies. Failure to send in the relevant original documents will delay the processing of your EMA.

REMEMBER THAT A FIRST CLASS STAMP WILL NOT BE SUFFICIENT POSTAGE WHEN SENDING IN YOUR COMPLETED APPLICATION FORM. PLEASE CHECK POSTAGE REQUIRED.

Tick if
enclosed Office
use only

Part 1: Documentation required (as applicable):

- Have you enclosed a stamped addressed envelope (9" x 6") for personal documents to be returned? ☐ ☐
- Original Birth Certificate or Passport – UK/EU applicants ☐ ☐
 - Current Passport/Visa – all other applicants ☐ ☐
 - Bank letter or statement showing account holder's name and account number ☐ ☐

Part 2: If you are able to provide one of the following, that is all the evidence required:

- HM Revenue and Customs Tax Credit Award Notice (TCAN) TC602 for 2018/19 ☐ ☐
- HM Revenue and Customs Final Tax Credit Decision for 2018/19 ☐ ☐
- If you are an Independent Student, completed Part C or benefit award letter ☐ ☐
- If you are in the care of the Local Authority, official letter from authority ☐ ☐

Part 3: If you are not able to provide evidence listed in Part 2, your parent(s)/guardian(s) must supply the following (where appropriate) showing income received up to 05 April 2018:

- Child Benefit Letter as proof of Guardianship ☐ ☐
- P60/P60U showing employment or occupational pension income ☐ ☐
- Valid week 52/month 12 payslip ☐ ☐
- SA302 or accountant's certificate (see Part B) showing self-employment income ☐ ☐
- Part C must be completed by DWP/Jobcentre Plus as confirmation of benefit(s) received ☐ ☐
- P45 if employment ceased during the 2017/2018 financial year ☐ ☐
- SAAS or college award letter confirming full-time student status of dependent child(ren) ☐ ☐
- Other documentation required as per Section 6B: Household Income calculation ☐ ☐

Part 4: If you are a single parent household and cannot provide a Tax Credit Award Notice as listed in Part 2, you must supply the following:

- Proof of Lone Parent status, e.g. Council Tax Notice showing 25% single person occupancy ☐ ☐

Other documents you may have supplied. Please specify on Additional Information page 10 ☐ ☐

Return of Documents

All documents will be returned to the name stated on the return envelope, unless otherwise stated on the additional information page (page 10)