

Inverclyde Council
Customer Service Centre
Municipal Buildings, Clyde Square
Greenock, Inverclyde PA15 1LY

Inverclyde
council

Tel 01475 712844
Email admin.educationhq@inverclyde.gov.uk

**APPLICATIONS MAY BE SUBMITTED WITHOUT DOCUMENTS
IN ORDER TO MEET SCOTTISH GOVERNMENT DEADLINES
AS SHOWN ON PAGE 2**

EDUCATION MAINTENANCE ALLOWANCE (EMA) SESSION 2020/21

COMPLETE FORM IN BLACK OR BLUE INK

FULL NAME OF STUDENT
SCHOOL
DATE OF BIRTH
SQA Candidate Number

Have you received an 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	1st Check	Approved
EMA Start Date	Autumn Intake	Winter Intake	Late Application
Provisional Award	Final Award	Single student household	Multiple student household

FOR OFFICIAL NOTES

Education Maintenance Allowance (EMA)

Additional Guidance

Date of Birth between	Eligible from	Scottish Government Set submission dates	If submission date is missed	Final date for submission of all EMA applications
1 March 2001 - 30 September 2004	August 2020	By 30 September 2020	Payment is made from date of submission only	31 March 2021 Applications received after this date will not be considered
1 October 2004 - 28 February 2005	January 2021	By 28 February 2021		

- **There is no deadline for submission of applications for young people applying for Activity Agreement.**
- Household income is normally assessed on gross taxable household income for the period **April 2019 to April 2020.**
- 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%, resulting in income falling within the thresholds. For more information please contact Inverclyde Council.
- The income thresholds for the EMA Programme, Academic Year 2020/21 are as follows:

Income	No. of dependent children in the household	Award
Less than £24,421	1	£30
Less than £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 the age of 25 if they are in full time further or higher education.
- If you are enrolled in an Inverclyde School 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 contributions-based Employment and Support Allowance, you are eligible for a £30 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 will normally be attending 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 were 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 detail change in circumstances and date of change in **additional Information** on page 10.

If you return to school for a sixth year, i.e. session 2021/2022, you may be eligible for a further year's EMA support.

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

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

Education Maintenance Allowance (EMA)

Contact Address

IF YOU DECIDE TO RETURN THE FORM INCLUDING IMPORTANT DOCUMENTS SUCH AS BIRTH CERTIFICATE AND / OR PASSPORTS BY POST, WE RECOMMEND THAT YOU USE ROYAL MAIL RECORDED DELIVERY TO ALLOW YOU TO TRACE THE PACKAGE AND ENSURE THE SAFETY OF YOUR DOCUMENTS. ORIGINAL DOCUMENTS WILL ALSO BE RETURNED TO YOU BY RECORDED DELIVERY.

Please remember that due to Royal Mail Price Structure, one 1st class stamp WILL NOT cover postage charges for this document, resulting in non-delivery of the item.

Inverclyde Council cannot accept responsibility for lost or undelivered items of mail.

Please refer to the checklist on page 9 prior to submitting your form.

Please submit the completed application as follows:

Due to the risks associated with Covid 19, our preferred method of submission is for you to drop the application and supporting evidence off by hand to the **postal drop box at Inverclyde Council, Municipal Buildings**. This can be found within the Carriageway of the main glass fronted building. You should enter through the Clyde Square entrance. On the left hand side of the Carriageway is a red door with an arrow indicating where the mail should be placed.

Alternatively you may wish to submit the application and supporting evidence by email to the Customer Service Centre at this address: **customerservice@inverclyde.gov.uk** Whilst we would prefer scanned copies of the original documents, screenshots will be accepted if you do not have access to a scanner. Please ensure you supply ALL pages of the documentation being submitted.

If you are unable to submit the application by either of these methods, please submit by post to: **Customer Service Centre, Clyde Square, Greenock PA15 1LY**. Original documentation will be returned using an appropriate postal method. However, please be aware that Inverclyde Council will not be responsible for applications and/or information lost in the postal system.

Data Protection: Inverclyde Council is obliged to comply with current Data Protection Laws. Information provided by you will be held by the Council. Such information will be used to assist in the provision and administration of Education Maintenance Allowance. The Council is under obligation to manage public funds properly. Accordingly information that you provide may be used to prevent and detect fraud. It is also possible that we may share this information for the same purposes with public bodies, including neighbouring councils, government organisations or other organisations, which handle Public Funds. By signing this form you have given your consent for data processing.

Further information can be found at: **www.inverclyde.gov.uk/privacy**

- Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered by Local Authority Education Departments for Schools throughout Scotland. The Scottish Government and Local Authorities are controllers in relation to your information.
- The information you supply shall be used for the purposes of assessment, award, payment and where necessary, recovery of the EMA. 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 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 do so.

Part A

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

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

First Name(s)

Surname(s)

Email address of applicant

Current Home Address

Postcode

Home Telephone Mobile

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

Postcode

From To

Address 2

Postcode

Residency: please tick the relevant box:

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

Refugee Status/Temporary Protection/Humanitarian Protection None of these

From To

If required, please use **additional information section on page 10** of this booklet.

Section 2: COURSE/SCHOOL DETAILS – Completed by Student

Name of School

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 section on page 10**, if required.

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

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

Name of Person holding account

Is the account holder the EMA student? Yes No

If no, please state reason on **additional information section on page 10**.

Name of Bank

Address of Bank
or Building
Society

Bank/Building Society 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 immediately to the Local Authority Education Department

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, 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 provided.

Section 4: INDEPENDENT STATUS – Completed by Student

- Do you receive Income Support or contributions-based Employment and Support Allowance in your own right? Yes Please take Part C (page 13) to DWP for completion
No
- Do you receive Universal Credit in your own right? Yes Please provide your latest Monthly Statement
No

If you are in the care of the Local Authority (i.e. living in a foster home or living with foster carers), you should submit a letter from the Local Authority confirming this.

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 carer(s) In Care
 On my own Other adults please specify
 Lone parent household? Yes No

How many dependent children living in the household?

Full name of other dependents	Date of Birth	Nursery/School/Learning Centre



	Parent 1	Parent 2
Name <i>(include title)</i>	<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 2019/20	<input type="text"/>	<input type="text"/>
Marital Status	<input type="text"/>	<input type="text"/>
Contact Number	<input type="text"/>	<input type="text"/>

Section 6: DETAILS OF HOUSEHOLD INCOME – Parent(s)

Please enter total gross household income (for each parent) from all sources for the period 6 April 2019 to 5 April 2020.

If you have a Tax Credit Award Notice (TC602) showing the ACTUAL household income for the date indicated, please submit this with the application. If you do not have a relevant TC602 please provide other evidence as detailed in the table below.

	Examples of evidence required	Parent 1	Parent 2
Earnings from employment	<ul style="list-style-type: none"> • P60 • Week 52/Month 12 payslip 	£	£
Earnings from Self - Employment	<ul style="list-style-type: none"> • 100% completed Self-Assessment Tax calculation certificate. • Accountant's certificate 	£	£
Income Support	<ul style="list-style-type: none"> • DWP certificate of benefits received (PART C) (Page 13) 	£	£
Universal Credit	<ul style="list-style-type: none"> • Latest monthly statement 	£	£
Job Seekers Allowance or Employment and Support Allowance	<ul style="list-style-type: none"> • DWP certificate of benefits received (PART C) (Page 13) • P60U 	£	£
Carer's Allowance	<ul style="list-style-type: none"> • 2019/2020 Award Letter 	£	£
State Pension and/or Private Pension/Occupational Pension	<ul style="list-style-type: none"> • P60 • 2019/2020 Award Letter 	£	£
Pension Credit	<ul style="list-style-type: none"> • 2019/2020 Award Letter 	£	£
Other Taxable Income <i>(please specify)</i>		£	£
Totals		£	£



Section 6(B): PARENTAL/PARTNER 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, partner.

- 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, he/she will not be entitled to any further payments.
- I/We consent to the undertaking signed by the student.
- 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 1

Signed

Date

Name (*Print*)

Parent 2

Signed

Date

Name (*Print*)

Please use the **Checklist on page 9** to ensure all relevant documentation has been provided.

Section 7: CHECKLIST

Please ensure the following original documents are submitted with your application form.

PHOTOCOPIES OF DOCUMENTS ARE NOT ACCEPTABLE

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

Section 1

Tick if enclosed

- Original Birth Certificate or Passport.
- Proof of Residence with the EEA (for students who were born out-with the United Kingdom) For a period of 3 years before the session for which application is being made (e.g. school reports or Leave to remain or settled status).

Section 4

- If you are an independent student and in receipt of Income Support Part B (Page 13) should be completed by the DWP.
- If you are in receipt of Universal Credit please enclose your latest monthly statement.
- Proof you are in care of the Local Authority if applicable.

Section 5

- Proof of Lone Parent status e.g. Council Tax Notice showing single person discount or Tax Credit Award Notice or Universal Credit Statement
- Any documentation to support other dependent children e.g. SAAS/or college award letter.

Section 6

- Tax Credit Award Notice (TCAN) (TC602) for 2020/2021 (showing ACTUAL and not estimated income for 6 April 2019 to 5 April 2020).
- 2020 P60.
- Valid Week 52/month 12 Payslip for (2019 to 2020).
- SAAS or college award letter.
- Statement of earnings from Revenue and Customs if parents are employed.
- If parents are self-employed and are not in receipt of a TCAN a 100% completed self assessment or Accountants Certificate (PART B page 11).
- If parents receive Income Support or ESA or JSA Part C (Page 13) must be completed by the DWP or A P60U can be submitted
- If parents receive Universal Credit a copy of the latest Universal Credit Statement.
- If parents receive Pension Credit a copy of 2018/2019 award letter.
- If parents receive State Pension a copy of 2018/2019 award letter or a pension P60.
- 2020 P60 for Occupational or Private pension.
- P45 if applicable.
- Other documentation required as per **Section 6** Household income calculation.

Please remember that due to Royal Mail price structure, one 1st class stamp WILL NOT cover postage charges for this document, resulting in non-delivery of the item.

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ADDITIONAL INFORMATION

A large, empty rectangular box with a light gray border, intended for providing additional information.



Part B 1

Parent 1

ACCOUNTANT'S CERTIFICATE FOR SELF-EMPLOYED – Completed by accountant

If both parent(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 who is self-employed

Trading Name

Business Address

Estimated Profits for Trading Year 2019/2020	£
--	---

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 2019/20

Self-Employed Parent	£
----------------------	---

Date

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

Accountant's Name

Office Address

Accountant's Signature

Accountant's Official Stamp

Part B 2

Parent 2

ACCOUNTANT'S CERTIFICATE FOR SELF-EMPLOYED – Completed by accountant

If both parent(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 who is self-employed

Trading Name

Business Address

Estimated Profits for Trading Year 2019/2020	£
--	---

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 2019/20

Self-Employed Parent	£
----------------------	---

Date

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

Accountant's Name

Office Address

Accountant's Signature

Accountant's Official Stamp

Part C 1

Parent 1

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

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

Your Name

Name of additional person(s) claimed for in addition to main claimant

Your National Insurance Number

Student's Name

Address

I authorise DWP to give information relating to my benefits allowances

Signature

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 is/was registered

Please complete details of benefits received at any time during the year 6 April 2019 to 5 April 2020

Benefits received from: 6 April 2019 to 5 April 2020	From	To	£ per week	Taxable	Non Taxable
Job Seekers Allowance					
Income Support					
Carers Allowance					
Employment and Support Allowance (Contributions based)					
Employment and Support Allowance (Income Related)					
Other Benefits received from 6 April 2019 to 5 April 2020 (please state which benefit)					

Signature of Manager/Clerk

Please print name

Date

Part C 2

Parent 2

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

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

Your Name

Name of additional person(s) claimed for in addition to main claimant

Your National Insurance Number

Student's Name

Address

I authorise DWP to give information relating to my benefits allowances

Signature

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 is/was registered

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Job Seekers Allowance					
Income Support					
Carers Allowance					
Employment and Support Allowance (Contributions based)					
Employment and Support Allowance (Income Related)					
Other Benefits received from 6 April 2019 to 5 April 2020 (please state which benefit)					

Signature of Manager/Clerk

Please print name

Date



