



# Glasgow City Council

## Education Maintenance Allowance (EMA) Guidance Notes & Pupil Information

These notes have been compiled to accompany the 2019 -20 EMA Application form. Please read these notes before completing your application.

**Please keep this booklet for your own reference. Do not send this when submitting your application.**

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### **Am I eligible for EMA?**

Students born between 1 March 2000 and 28 February 2004 may be eligible for an EMA. Check your date of birth against the table below to find out if you are eligible for EMA (subject to proof of qualifying income):

<b>Date of birth</b>	<b>Eligible From</b>
1 March 2000– 30 September 2003	August 2019
1 October 2003 – 28 February 2004	January 2020

Students who are eligible for EMA from August 2019 – your **fully completed** application form must be received by the Grants Section no later than **30 September 2019** to ensure that your payments are backdated to the start of term in August 2019. Any applications received after this date will not be backdated to the start of term.

Students who are eligible for EMA from January 2020 – your **fully completed** application form must be received by the Grants Section no later than **28 February 2020** to ensure that your payments are backdated to the start of term in January 2020.

Applications received after the deadline dates will not be paid to the start of term (August 2019/January 2020). Note - your payments will begin from the week that we receive your fully completed application.

Please note that 'fully completed application' means that all sections of the form have been completed in full and you have supplied all the required documents to support the application. If your application was received before the deadline date (i.e. 30 September 2019 for students eligible from August 2019), and we request further information from you, this should be returned to the Grants Section within 2 weeks from the date of the request. **Failure to supply documents within this timescale may result in no backdated award**

**IMPORTANT - The cut-off date for processing application forms for academic year 2019/20 is 31<sup>st</sup> March 2020. No applications will be processed after this date.**

**Remember you must achieve 100% of your agreed attendance each week at school to receive your EMA payments. Payments may also be withheld if you do not maintain the standard of punctuality and conduct expected by the school.**

Payments are not due for school holidays (October week, Christmas and Easter). Students in 5<sup>th</sup> year will be paid until the end of their exam leave in 2020. If you return to school for a sixth year, i.e. session 2019/2020, you may be eligible for a further year's EMA.

A fresh application must be made each academic year, including all original documents needed to complete the assessment. Please complete each section of the application form and submit the form to the Grants Team with the relevant documentation.

### **Fair Processing Notice**

To find how we process and use your personal information in connection with this request, please see our **Privacy Statement**:

<https://glasgow.gov.uk/index.aspx?articleid=22907>

## **Completing Your Application Form**

### **1A - STUDENTS PERSONAL DETAILS**

Your personal details (name, address, date of birth and contact details) will populate in through your MyAccount

### **1B- PERSONAL NATIONALITY & RESIDENCY DETAILS – Student's Address Details**

If you have lived at your current address for less than 3 years, please supply your previous address(es) in Section 1B.

Please note that for session 2019/2020 if you were born in the UK, we do not require to see your birth certificate or passport. If you have not been resident in the UK for 3 years you must provide evidence of your residency e.g. your original passport or proof from the Home Office regarding your residency status.

More information about nationality and residency could be found in the EMA Guidance Document on the EMA website [www.emascotland.com](http://www.emascotland.com)

### **2 - COURSE/SCHOOL DETAILS**

The Course/School details relate to the Course/School at which you intend to study from the start of the next school year, during the period which you would receive any EMA payment(s) if eligible.

If you intend to study between two Schools/Learning Centre's/Courses over the same period, enter details of the place at which you will spend the most time.

To be eligible for an EMA you must be attending school and/or college for a minimum of 21 guided learning hours (timetabled hours including study periods)

### **3 - BANK ACCOUNT DETAILS**

The name of the person holding the account **must** be the EMA student only, except where the applicant has additional needs which makes this impractical.

To receive an EMA payment you must hold a bank/building society account which accepts payments by Bank Automated Credit System (BACS) Transfer. If unsure, please check with your bank/building

society. Please note that we cannot accept Credit Union accounts or clearing accounts.

Payments will normally be paid directly into your bank/building society account on a fortnightly cycle in arrears.

Please supply your sort code (6 digit number) and account number (8 digit number).

#### **4 - INDEPENDENT STATUS**

If you receive income support in your own right, please provide your most recent Income Support letter or benefits statement,

If you are living under the care of the Local Authority, please include a letter from the Local Authority, confirming your address and circumstances. This should be signed by an official from the Local Authority and include an official stamp.

#### **5 - FAMILY DETAILS**

If you have ticked the box which states that you live on your own, you do not need to fill in address details of parent(s)/carer(s) in this section.

The term 'parent' as it appears can refer to your father, mother, carer, step-parent or parent's partner who lives in your home. The term 'partner' as it appears can refer to your spouse, civil partner or live-in partner.

Please include proof of guardianship, e.g. child benefit letter, if living with someone other than your mother or father. If you live in a single parent household, please provide proof of Lone Parent status, e.g. current council tax notice for 2019/20

Please list the names of any other dependent children living in the household.

Please complete the details of your parent(s)/carer(s)

#### **The INCOME THRESHOLD for the EMA Programme, Academic Year 2019/20**

<b>Household Income</b>	<b>No. of dependent children in household</b>	<b>Award</b>
£0 - £24,421	1	£30
£0 - £26,884	2+	£30

Dependent children are 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.

#### **6 - HOUSEHOLD INCOME DETAILS**

If a student is independent (receiving income support in their own right) or in the care of the Local Authority, this section of the form does not need completed.

Please tick the applicable box regarding the household income (e.g. employment income, self-employed income, pension income etc)

If the householder is in receipt of housing Benefit (HB) and or Council Tax Reduction (CTR) checks can be carried out using internal Council Tax system to verify income.

#### **Income from employment**

- Please supply a Tax Credit Award Notice (TCAN) for 2019/2020 or an annual tax summary showing all income for 2018/19. The TCAN must show the household income for 2018/2019 on either page 2 or 3. Please note we cannot accept a TCAN showing an estimated income for 2018/2019.

### Income from self-employment

If self-employed, a Self-Assessment Tax Calculation (SA302) should be submitted. This must show your profit for 2018/19. If your SA302 is unavailable, please supply your TCAN showing your 2018/2019 income. **We will accept a TCAN showing an estimated income for 2018/2019 however the EMA award will be Provisional – please see below.**

Please also provide evidence of any of the following:

- The gross amount of any contributions you made to a pension scheme or retirement annuity contracts;
- The gross amount of any payments made to charity via gift aid;
- Any amount you added on for averaging perhaps because you are a farmer or market gardener with fluctuating profits. (Averaging is not allowed in tax credits claims).

Plus

- Any amount you deducted for averaging on the Self-employment pages of the full Tax Return.
- If your business received other income or profits, for example, rental income includes evidence of this.
- If you have only just started working for yourself or need help working this out, call the HMRC Self-Assessment Helpline on 0845 9000 444.

<b>IMPORTANT – Self Employed income and EMA Awards</b>
Applicants whose parents/guardians are self-employed and unable to provide proof of their actual income for 2018/2019 will be awarded an EMA on a <b>Provisional</b> basis. This means that the EMA will be paid until 31 January 2020 (for students eligible from August) or 28 March 2020 (for students eligible from January), when the EMA payments will be suspended until we receive proof of the actual income for 2018/2019. This can be in the form of an SA302 or TCAN showing actual income (not estimated).

Household income is normally assessed on gross taxable household income for the period April 2018 to March 2019. 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 15%, resulting in income falling into the lower band. Contact Glasgow City Council for more information.

## **7 – OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please complete with any information you believe will support your application

### **8A – STUDENT LEARNING AGREEMENT AND DECLARATION**

This section must be signed and dated by the student confirming they agree to be bound by the terms and conditions of Glasgow City Council's maintenance allowance

### **8B – PARENTAL/PARTNER/CARER DECLARATION**

This section must be signed and dated by the student's parent/partner/carers confirming they agree to be bound by the terms and conditions of Glasgow City Council's maintenance allowance

# **PUPIL INFORMATION**

## **LEARNING AGREEMENTS**

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

## **PAYMENTS**

If you were born before 30 September 2003, you are eligible for EMA from the start of term in August 2019.

If you were born between 1 October 2003 and 28 February 2004, you are eligible for EMA from January 2020.

## **BACKDATED PAYMENTS**

Backdated payments are dependent on when your application became complete (complete means that we have received all the necessary documents and information to process your application).

## **SCHOOL HOLIDAYS & STUDY LEAVE**

You will not receive any payments for the following school holidays:

October Week  
Christmas  
Easter

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. Pupils must maintain 100% attendance until the end of the school year to receive their payments

## **PAYMENT DATES**

EMA is paid every 2 weeks and are paid into your bank on a Friday. Payments are made in arrears – this means that your payment is for the previous 2 week block.

The EMA payment schedule will be available from the start of the new session in August 2019 – please refer to this during the year for details of when your payments are due.

## **SICKNESS & ABSENCES**

It is your responsibility to contact your school if you are absent due to sickness. You are permitted to be absent from school on a self-certified basis for a maximum of 5 days, over no more than 3 separate occasions **per school year**.

Any further absences over 5 days or 3 occasions must be covered by a medical certificate. Any paperwork relating to absences should be submitted to your school.

If you are absent from school and you have not self-certified or provided a medical certificate, you may not be paid your EMA payment for that week.

**Enquiries**

If your enquiry relates to the amount of EMA you have received, please contact your school directly.

For all other EMA enquiries please contact us via our online enquiry form available on the EMA webpage at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)