



EDUCATION MAINTENANCE ALLOWANCE SESSION 2020/2021

COMPLETE FORM IN BLACK OR BLUE INK

FULL NAME OF STUDENT
SCHOOL
DATE OF BIRTH
SQA CANDIDATE NUMBER

Have you received EMA before?

YES

☐

NO

☐

Guidance notes for the completion of this form are available at www.glasgow.gov.uk

OFFICIAL USE ONLY

EMA REFERENCE NO	DATE APPLICATION RECEIVED	1 ST CHECK	PROVISIONAL AWARD
EMA START DATE	OFFICIAL NOTES		
INPUT			

Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered by Local Authority Education Departments for schools throughout Scotland.

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

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

Application forms can be scanned to [CBS- EducationMaintenanceAllowance@glasgow.gov.uk](mailto:CBS-EducationMaintenanceAllowance@glasgow.gov.uk) or posted to PO Box 19

Glasgow G2 1DU

Section 1A: Personal Details

First Name(s)	Surname		
Address	Telephone	Mobile	
	Email		
	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Postcode	Date of Birth		

Section 1B: Personal Nationality & Residency Details

If you have lived at your current address for less than 3 years, please give previous addresses:

Address 1		Address 2	
	Postcode		Postcode
Dates to and from:		Dates to and from:	

Residency: Please tick the relevant box

UK	<input type="checkbox"/>	EU/EEA/Swiss National	<input type="checkbox"/>
Settled Status/Exceptional Leave	<input type="checkbox"/>	Refugee/Temporary Protection	<input type="checkbox"/>
None of these	<input type="checkbox"/>		

Section 2: School and Course Details – Completed by Student

School Name	Are you attending for at least 21 hours? YES <input type="checkbox"/> NO <input type="checkbox"/>	
COURSE OF STUDY		
Subject	Level	

Section 3: Bank Account Details – Completed by Student

Name of account holder			
Is the account holder the EMA applicant?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name of Bank			
Sort Code		Account Number	

Any changes to your bank/building society account must be made in writing immediately to your Local Authority

Section 4: Independent Status – Completed by Student

Do you receive Income Support or contributions-based Employment and Support Allowance in your own right?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, are you living under the care of the Local Authority or with foster parents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 5: Family Details – Completed by Student

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

Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother's Partner	<input type="checkbox"/>	Father's Partner	<input type="checkbox"/>
Grandparent(s)	<input type="checkbox"/>	Foster Parent(s)	<input type="checkbox"/>	In care	<input type="checkbox"/>	On my own	<input type="checkbox"/>
Other Adults	<input type="checkbox"/>	Please specify <input type="text"/>					
Lone parent household?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please provide proof			
How many dependent children living in the household?		<input type="text"/>					

(Full) Name of Other Dependants	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"/>

Parent/Carer 1**Parent/Carer 2**

Name (including title)

Permanent Address

Postcode

Relationship to applicant

Occupation(s) held during tax year 2018/19

Marital Status

Contact Number

Section 6: Household Income – Completed by Parent(s)/Carer(s)Are you in receipt of any benefits? YES ☐ NO ☐

If yes please provide NI number and your benefits will be checked through a trusted access system.

NI number

Are you in receipt of Council Tax Reduction?

YES ☐ NO ☐***If you select Yes to the above we can check our internal records to verify income**

If you answered yes, then do you consent to us using that information to verify your income as part of the eligibility checks? This means you may not have to have supply us with evidence of income.

YES ☐ NO ☐Household Income – please tick all applicable boxes.**If you tick yes to any of the below, you must supply a copy of your full Tax Credit Award Letter 2020/2021, showing your income for tax year 2019/2020 or a Statement of Earnings for each parent/Guardian from Inland Revenue, showing your income for Tax year 2019/2020.**

Do you have employment income?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you self-employed or in receipt of non-employment income?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have income from savings, shares, investments, trusts, dividends etc.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have pension income?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ceased employment in the 19/20 financial year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Were you a Student in financial year 19/20?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any deductible allowance to declare such as any professional fees or pension scheme payments not already deducted from your P60 etc.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please note that failure to supply the requested documentation will result in a delay to your EMA application being processed. Payments will only be made from the date that the **completed** application was received.

Section 7: Other Information in support of your application

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Section 8(A): Student Learning Agreement and Declaration

I understand that to be eligible for EMA payments I must meet the following conditions throughout the school session (please tick):

- I must maintain 100% agreed attendance.
- I must arrive at School, registration and classes on time.
- I must follow in full the course and assessment requirements for my course of study.
- I must ensure that my standard of behaviour matches the School's discipline policy.
- I must give immediate notification of the reasons for any absences.
- I must work hard to succeed in achieving my agreed targets.
- I must ensure that my course consists of 21 guided learning hours per week.

Declaration

- 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 (listed below), 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

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Date

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Name (PRINT)

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If the Student is unable to sign this form due to additional support needs, please leave blank and tick this box

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Section 8(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, partner 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 agree that the Department for Work and Pensions can give you information about my benefit entitlement so that this application can be processed
- I/We agree that personal and financial information I /We have provided to Glasgow City Council for the purposes of Council Tax Reduction, may be passed to our partners in Glasgow City Council, to update/process the application for Education Maintenance Allowance.
- 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, your 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 EMA team for proof of single occupancy

Signature of
Parent/Partner/Carer 1

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Date

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Name (PRINT)

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Signature of
Parent/Partner/Carer 2

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Date

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Name (PRINT)

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Education Maintenance Allowance Privacy Statement

Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our data protection officer by post at this address, or by email at: dataprotection@glasgow.gov.uk, or by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application for an Education Maintenance Allowance and grant it if eligible. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Any personal and financial information provided to Glasgow Council for the purposes of Council Tax Reduction, may be passed to our partners in Glasgow City Council and may be used with your consent to verify income to update/process an application for Education Maintenance Allowance.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website or you can request a hard copy from the contact address stated above.

Your rights under data protection law

Access to your information

You have the right to request a copy of the personal information about you that we hold.

Correcting your information

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete personal information about you where:

1. You consider that we no longer require the information for the purposes for which it was obtained
2. You have validly objected to our use of your personal information - see Objecting to how we may use your information below.
3. Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to require us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people to assess your own entitlement to this service. If they want any more information on how we will use their information they can visit our website or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.