

North Lanarkshire Council
 EMA Section
 Kildonan Street
 COATBRIDGE
 ML5 3BT
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**APPLICATIONS MAY BE SUBMITTED WITHOUT DOCUMENTS
 IN ORDER TO MEET SCOTTISH GOVERNMENT DEADLINES
 (SEE PAGE 2 FOR FURTHER DETAILS)**

**EDUCATION MAINTENANCE ALLOWANCE
 SESSION 2019/20**

PLEASE COMPLETE FORM IN BLACK OR BLUE INK

FULL NAME OF APPLICANT									
SCHOOL / LEARNING HUB									
DATE OF BIRTH	YEAR/STAGE (SCHOOL STUDENTS ONLY)								
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<input style="width: 50px; height: 20px;" type="text"/>
D	D	M	M	Y	Y	Y	Y		

EMA Reference No.		Documents Checked	Documents Copied		Application Processed
Approved	Refused	EMA Start Date	Final Award		Date Award Letter Sent
			£30	£0	
			Single Student Household	Multiple Student Household	

FOR OFFICIAL NOTES		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Date Learning Agreement Received</td> </tr> </table>	Date Learning Agreement Received	
Date Learning Agreement Received				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">FIN REF</td> <td style="width: 50%; text-align: center; padding: 5px;">PROV</td> </tr> </table>	FIN REF	PROV
FIN REF	PROV			

Education Maintenance Allowances (EMA) Additional Guidance

Applicant must sign the Declaration on page 6.

Parents / Carers must sign the Declaration on page 9.

- If you were born between 1 March 2002 and 29 February 2004 you may be eligible for an EMA.

16th Birthday	Eligible from
Before 30 September 2019	14 August 2019
Between 1 October 2019 & 29 February 2020	6 January 2020

- For those school-based applicants who are eligible for a full year award, the application must be submitted by **30 September 2019**. Applications received after that date will only be awarded from the week they are received by Education & Families.
- For those school-based applicants who are eligible from January 2020, the application must be submitted by **29 February 2020**. Applications received after that date will only be awarded from the week they are received by Education & Families.
- The final date for accepting application forms from school-based applicants for academic session 2019-2020 is **31 March 2020**. No applications will be accepted after that date.
- Applications are normally assessed on gross taxable income for the period **6 April 2018 to 5 April 2019**.
- There is no deadline for submission of applications for young people applying for Activity Agreement EMA.**
- If the household income has reduced due to unemployment, illness etc, 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 has fallen under the relevant threshold for the household. Please see Paragraph 4.3 of the EMA Guidance Notes booklet or go to www.northlanarkshire.gov.uk/ema-information for further details.
- The income thresholds for Education Maintenance Allowance, Academic Year 2019-2020 are as follows:

Income	No of dependant children in the household	Award
£0 to £24,421	1	£30 per week
£0 to £26,884	2+	£30 per week

- Dependant 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 receiving education while living in a foster home or children's home, and are in the care of the local authority, you are eligible for a £30 EMA without having to provide evidence of household income.
- If you are living independently, and are in receipt of Income Support, contribution based Employment & Support Allowance or Universal Credit.
- If your parents receive payment as foster carers for other children living in your household, the fees element of their payment will be taken into account in assessing your application.

Education Maintenance Allowances (EMA)

Application Guidance continued

- If successful, you must complete a Learning Agreement / Activity Agreement and adhere to the terms of that agreement.
- If successful, you must attend school for a minimum of 21 guided learning hours per week (timetabled hours including study leave). Young people attending Learning Hubs may attend for less than 21 hours, provided this is shown on their Activity Agreement.
- If successful, you will receive EMA payments for those weeks where 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 on which a final settlement can be made.

THE ENVELOPE PROVIDED WITH YOUR APPLICATION FORM MEANS YOU DO NOT HAVE TO PAY POSTAGE. HOWEVER, IF YOU CHOOSE NOT TO USE THE PREPAID ENVELOPE, IT IS YOUR RESPONSIBILITY TO ENSURE THE CORRECT POSTAGE IS USED.

Please refer to Section 9: Supporting Documents prior to submitting your form.

- Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered to Local Authority Education Departments for schools and other learning centres throughout Scotland. The Scottish Government and Local Authorities are controllers in relation to your information.
- The information you supply shall be used for the purpose of assessment, award, payment and where necessary, recovery of the EMA. We will provide information to the Scottish Government, in accordance with the requirements of 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 also 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.

Part A

SECTION 1(A): PERSONAL DETAILS – Completed by Applicant

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

First Name(s)

Surname(s)

Current Home Address

Postcode

Home Telephone

Mobile

SECTION 1(B): PERSONAL NATIONALITY AND RESIDENCY DETAILS – Completed by Applicant

How long have you lived in the United Kingdom? Date 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 the additional information section at Section 4 (Page 6) or Section 8 (Page 9).

SECTION 2: COURSE/SCHOOL DETAILS – Completed by Applicant

Name of school/learning hub

Are you attending 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 undertaking less than 21 guided learning hours. Please use additional information page (page 6) if required.

Do you have an existing medical condition which may impact on your attendance? Yes No

If yes, please provide details on the additional information page (page 6).

Did you receive an EMA in Session 2018/19 Yes No

If yes, to which Local Authority did you apply, and what school/learning hub did you attend?

PLEASE NOTE, IF YOU RETURN TO SCHOOL NEXT SESSION, YOU MUST SUBMIT A NEW APPLICATION.

SECTION 3: BANK/BUILDING ACCOUNT DETAILS – Completed by Applicant

Name of account holder

N.B. The account holder should be the applicant. The only exception to this is where the applicant has additional support needs which makes this impracticable.

Bank Name

Address of your branch

NB: EMA payments cannot be made to a post office account

Bank/Building Society Sort Code (6 digits)

Account Number (8 digits)

Roll/Reference Number (if applicable)

If you change your bank account at any time, you **must** contact the EMA Section to obtain a mandate form to update this information.

SECTION 4: APPLICANT DECLARATION

This section must be completed by the student / young person 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 / Activity Agreement payments may be withheld.
- I understand that if I leave school, I must notify the EMA section in writing in order to ensure no overpayments are made to me. I am aware that 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.

Signature of Applicant

e.g. John Smith

Date

D	D	M	M	Y	Y	Y	Y
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N.B. – the signature MUST consist of both your forename and your surname

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

ADDITIONAL INFORMATION – FOR APPLICANT'S USE

SECTION 5: INDEPENDENT STATUS – Completed by Applicant

Do you receive Income Support or contributions-based Employment and Support Allowance or Universal Credit in your own right?

Yes No

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

Yes No

(If you answered yes to one or both of these questions, please sign Section 4 then go to Section 7(A))

SECTION 6: FAMILY DETAILS – Completed by Applicant

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

Mother Father Mother's partner
 Father's partner Grandparents Foster parent(s)
 My partner On my own Other adults

Please specify

Lone parent household? Yes No If yes, please provide proof

How many dependent children are living in the household? **(Do not include the applicant)**

Name(s) of Other Dependent Children	Date of birth	Nursery/School/Learning Centre

	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"/>
Occupation held during tax year 2018/19	<input type="text"/>	<input type="text"/>
Marital Status	<input type="text"/>	<input type="text"/>
Contact Telephone Number	<input type="text"/>	<input type="text"/>

SECTION 7(A): DETAILS OF HOUSEHOLD INCOME – INDEPENDENT STUDENT

If you are classed as an independent student and are in receipt of Income Support or Employment & Support Allowance or Universal Credit in your own right, you must provide proof of this. Please have Part B completed by the Department for Work and Pensions (DWP) office at which your claim was processed or submit a letter from the DWP confirming the award.

I am in receipt of: Income Support Employment & Support Allowance
 Universal Credit

Proof enclosed: Part B of application form Letter from DWP
 Universal Credit Statement

If you are in the care of the local authority (i.e. living in a children's home or with foster carers), you should submit a letter from the authority confirming this. No household income details are required and you will automatically receive £30 per week. Only your signature is required on the application form and the Learning Agreement / Activity Agreement.

SECTION 7(B): DETAILS OF HOUSEHOLD INCOME – PARENT / CARER

Please enter total gross household income (for each parent / carer) from all sources for the period 6 April 2018 to 5 April 2019.

If you have a Tax Credit Award Notice (TC602) showing the **ACTUAL** household income for the dates 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 / Carer 1	Parent / Carer 2
Earnings from employment	P60 Week 52/month 12 payslip Letter from employers or HM Revenue & Customs	£	£
Earnings from self-employment	Self-Assessment Tax Calculation Certificate or (SA302) Accountant's certificate	£	£
Income Support	DWP Certificate	£	£
Universal Credit	DWP Certificate	£	£
Incapacity Benefit	DWP Certificate	£	£
Carer's Allowance	DWP Certificate	£	£
Pensions	DWP Certificate Pension P60	£	£
Jobseekers Allowance / Employment & Support Allowance	DWP Certificate P60U	£	£
Other taxable income (please specify) *		£	£
Student parent / carer	Student bursary / grant / loan letter (must cover the full financial year)	£	£
Totals		£	£

* Please refer to Section 7(b) of the Instructions for Completion of Application Form booklet.

SECTION 8: PARENTAL / 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 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, he/she will not be entitled to any further payments.
- I/We consent to the undertaking signed by the student at Section 4.
- I am/We are aware that my/our child is bound by the conditions set out by the EMA guidance.

Parent / Carer 1
Signed

e.g. John Smith

Date

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

Parent / Carer 2
Signed

e.g. John Smith

Date

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

N.B. – the signature MUST consist of both your forename and your surname

ADDITIONAL INFORMATION – FOR PARENT / CARER USE

Please see Section 9: Supporting Documents for details of the information to be provided in support of the application.

SECTION 9: SUPPORTING DOCUMENTS

Please ensure the following original documents are submitted with your application form. PHOTOCOPIES OF DOCUMENTS ARE NOT ACCEPTABLE, WITH THE EXCEPTION OF BIRTH CERTIFICATES. Failure to send in the relevant original documents will delay the processing of your EMA.

Section 1

Tick if Enclosed

Photocopy of applicant's birth certificate

Proof of residency within the EEA (for students who were born outwith the United Kingdom) for a period of 3 years before the session for which application is being made (e.g. school reports / leave to remain / settled status)

Section 5

If you are an independent student, Part B should be completed by the Department for Work and Pensions (DWP)

Proof that you are in the care of the Local Authority, if applicable

Section 6

Proof of guardianship, if required, e.g. Universal Credit Statement

Proof of lone parent status, e.g. current Council Tax Notice showing single person discount

Any documentation to support other dependent children (e.g. copy of birth certificate for younger children or SAAS/College/University letter for older children)

Section 7

HM Revenue & Customs Tax Credit Award Notice (TCAN) TC602 for 2019/2020 (showing actual and not estimated income for 6 April 2018 to 5 April 2019)

2019 P60

Valid Week 52 / Month 12 payslip (normally dated March 2019)

SAAS or college award letter

Statement of earnings from HM Revenue & Customs if parents/carers are employed

If parents/carers are self-employed and are not in receipt of a (TCAN) TC602, a SA302 or accountants certificate (Part C) should be submitted

If parents/carers receive benefits – Part B must be completed by Department for Work and Pensions (DWP) or P60U, Universal Credit Statement or confirmation letter must be included

2019 P60 supporting parents/carers occupational pension

P45, if applicable

Other documentation required as per Section 7(B) Household Income calculation

Additional Information

Other documents you may have supplied relating to Additional Information (Page 6 or 9, as applicable)

Your EMA award cannot be finalised until all supporting documents have been provided.

RETURN OF DOCUMENTS

Documents will be returned with initial correspondence.

Part B 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/carer before submitting to DWP

Your Name

Student's Name

Your National Insurance number

Address

I authorise the DWP to complete details of my benefits/allowances on this form.

You should now send this form for completion by the Department for Work & Pensions for the district in which the parent /carer is/was registered or take this form to your local Job Centre Plus for completion.

Signature of claimant (i.e. parent / carer)

Please detach form here

Please complete details of benefits received at any time during trading year to 6 April 2018 to 5 April 2019

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:		
Other							
From:		To:		£ per week	Type of Benefit:		

Signature of Manager/Clerk

Please print name

Date 20

DWP Stamp

Department for Work & Pensions Office

Part B 2

Parent/Carer 2

CERTIFICATE OF BENEFITS RECEIVED – To be completed if PARENT/CARER 2 is in receipt of benefits

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

Your Name

Student's Name

Your National Insurance number

Address

I authorise the DWP to complete details of my benefits/allowances on this form.

You should now send this form for completion by the Department for Work & Pensions for the district in which the parent /carer is/was registered.

Signature of claimant (i.e. parent / carer)

Please complete details of benefits received at any time during trading year to 6 April 2018 to 5 April 2019

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

Please detach form here

					Taxable	Non-Taxable
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>
Other						
From:	<input type="text"/>	To:	<input type="text"/>	£ per week	Type of Benefit:	<input type="text"/>

Signature of Manager/Clerk

Please print name

Date 20

DWP Stamp

Department for Work & Pensions Office

Part C 1

Parent/Carer 1

ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self employed, each is required to complete Part C separately.
NB: application may be submitted with Part C to follow.

Student Name

Student Date of Birth

Name of Parent/Carer who is Self Employed

Trading Name
Business Address

Estimated Profits for Trading Year 2018/19	£
--------------------------------------------	---

ADD

Charges not allowable for tax purposes	£
----------------------------------------	---

DEDUCT

Capital Allowances	£
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EQUALS

TAXABLE PROFITS	£
------------------------	---

Please detach form here

Please provide any details of any other income received during trading year 2018/2019

Self Employed Parent/Carer 1	£
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Date

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 will have to be requested from HM Revenue & Customs. Telephone no. 0300 200 3310 or printed from H. M. Revenue & Customs Website.

Part C 2

Parent/Carer 2

ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self employed, each is required to complete Part C separately.
NB: application may be submitted with Part C to follow.

Student Name

Student Date of Birth

Name of Parent/Carer who is Self Employed

Trading Name
Business Address

Estimated Profits for Trading Year 2018/2019 £

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 2018/19

Self Employed Parent/Carer 2 £

Date

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 will have to be requested from HM Revenue & Customs. Telephone no. 0300 200 3310 or printed from H. M. Revenue & Customs Website.

Education & Families, GDPR Privacy Statement
To be used when collecting personal data directly from the data subject.

Privacy statement for Education Maintenance allowance

Who we are:

North Lanarkshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Education & Families is located in Kildonan Street, Coatbridge, ML5 3BT

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 the Education Maintenance Allowance (EMA) application. We also use your information where required to contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide this service to you as part of our statutory function as your local authority. 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?

The information you supply will not be used for any other purpose or shared with any other organisation.

How long do we keep your information for?

We only keep your personal information for the minimum period 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:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you.
- Request a correction to your information – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you where:
- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of your personal information
- our use of your personal information is contrary to law or our other legal obligations.

Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions about this privacy statement or how we handle your personal information the DPO can be contacted by post at Civic Centre, Windmillhill Street, Motherwell or by email at: AlTeam@northlan.gov.uk

Information Commissioner's Office

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL or by email to casework@ico.org.uk.

Further information on North Lanarkshire Council's GDPR Privacy Policy can be found on our website: www.northlanarkshirecouncil.gov.uk

