

Midlothian Council
 Children, Young People & Partnerships
 Operational Support – Finance
 Fairfield House – 8 Lothian Road
 Dalkeith EH22 3ZG
 Mailbox: ema@midlothian.gov.uk



EDUCATION MAINTENANCE ALLOWANCE (EMA) SESSION 2023/2024

First name

Surname

Date of birth

SQA candidate number

Complete one of the following to indicate your Course of Learning and Establishment Name

PLEASE TICK	LEARNING PROGRAMME	ESTABLISHMENT NAME
<input type="checkbox"/>	SCHOOL	
<input type="checkbox"/>	ACTIVITY AGREEMENT	

Have you received an EMA before: YES NO

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EMA Reference No.	Date Application Received	1 st Check	2 nd Check
Date Application Fully Completed	Approved	EMA Start Date	Date Award Letter Sent
Date Learning Agreement Received	Autumn Intake	Winter Intake	AA/VP Intake

FOR OFFICIAL NOTES

Provisional Award

Final Award

Education Maintenance Allowances (EMA)

Additional Guidance

Both Student and Parent(s)/Carer(s) must sign the Declaration Form on page 8.

- **AUTUMN INTAKE** – If your date of birth falls between **1 March 2004** and **30 September 2007** you may be eligible for an EMA start of the academic year 2022/2023. If you are eligible for an EMA your application must be submitted by **30 September 2023**. If the application is received after this date the award will only be paid from the date the application is received by the EMA team.
- **WINTER INTAKE** – If your date of birth falls between **1 October 2007** and **28 February 2008** you may be eligible for an EMA from the start of the January Term 2024. If you are eligible for an EMA your application must be submitted by **28 February 2024**. If the application is received after this date the award will only be paid from the date the application is received by the EMA team.
- The cut-off date for processing application forms for academic year 2023/24 is **31 March 2024**. No applications will be processed after this date.
- Household income is normally assessed on gross taxable household income for the period April 2022 to March 2023.
- 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. Contact us for more information.
- The income thresholds for the EMA Programme, Academic Year 2023/24 are as follows:

Income	No. of dependent children in the household	Award
£0 - £24,421	1	£30
£0 - £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 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 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 must attend 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 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 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 have received EMA payments through a provisional award and it is found that you were not eligible, these funds will be recovered by withholding the equivalent amount from any future claim.

A FRESH APPLICATION MUST BE MADE EACH ACADEMIC YEAR INCLUDING ALL ORIGINAL DOCUMENTATION NEEDED TO COMPLETE THE ASSESSMENT

Education Maintenance Allowances (EMA)

Application Contact Details

Once the application form has been fully completed please email it to ema@midlothian.gov.uk with the appropriate supporting documentation – please refer to the checklist on page 9 before submitting your form.

Email: ema@midlothian.gov.uk

Office opening hours for EMA: Midlothian Council offices are currently closed to the public during the pandemic. Please use mailbox ema@midlothian.gov.uk for queries and sending applications/evidence.

DATA PROTECTION ACT

“If you would like to know how Midlothian Council collects, uses and shares your personal information, please [visit our website to access our online Privacy notice](#)”

Section 1(A): PERSONAL DETAILS – Completed by Student (see Guidance Notes – page 2)

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

First Name(s)

Surname

Current Home Address

Postcode

Email address of applicant

Home Telephone No. Mobile No.

Section 1(B): PERSONAL NATIONALITY AND RESIDENCY DETAILS (see Guidance Notes – page 2)

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 Refugee Status/Temporary Protection

EU/EEA National/Swiss National Other

Settled Status/Exceptional Leave

If required, please use the additional information page at the end of the application form.

Section 2: LEARNING PROGRAMME/SCHOOL DETAILS – Completed by Student (see Guidance Notes – page 2)

Establishment Name

Address

Postcode

Are you attending the above establishment for at least 21 guided learning hours each week: Yes No

If **NO**, do you have flexible arrangements to meet your particular needs, ie due to a medical condition? Yes No

Please state reason, in box below, why you will be attending the above establishment for less than 21 guided learning hours.

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

Did you receive an EMA award last year? Yes No

Section 3: BANK/BUILDING SOCIETY ACCOUNT DETAILS – Completed by Student (see Guidance Notes – page 2)

Name of Person holding account

Is the account holder the EMA student? Yes No

If **NO**, please state reason here:

Bank/Building Society Name

Address of Branch where
account is held

Postcode

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 emailed immediately to ema@midlothian.gov.uk.

Section 4: FAMILY DETAILS – Completed by Student (see Guidance Notes – pages 3)

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

- Mother / Father / Grandparents
- Siblings / other dependents
- Foster Parents – or
Under Local Authority Care
- Lone parent household? Yes No

If yes, please provide 2023/24 Council Tax bill showing 25% reduction

How many dependent children are living in the household?

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. For those over the age of 16 and up to the age of 25, proof must be provided. See checklist on page 9.

(Full) Name of other dependents	Date of Birth	Name of Nursery/School/Learning centre attending

Parent/Carer 1

Parent/Carer 2

First Name (include title)

Surname

Permanent Address

Postcode

Relationship to Applicant

Occupation(s) held during tax year 2022/23

Marital Status

Telephone Number

EMA APPLICANTS MUST NOW SIGN THE STUDENT DECLARATION AT SECTION 6(A) ON PAGE 8

Section 5(A): HOUSEHOLD INCOME – Completed by Parent(s)/Carer(s) (see Guidance Notes – page 3)

Are you in receipt of Tax Credit Award Notice for **2023/2024**– (TCAN) TC602? Yes
Please provide FULL TCAN 2023/24 showing actual income for 2022/2023

If NO, please complete all of Section 5(B).

Section 5(B): HOUSEHOLD INCOME – Completed by Parent(s)/Carer(s)

For those where there is no TCAN available, the following income details are required.

Are you in receipt of Jobcentre Benefits? Yes No

If yes, please have part C1/C2 completed by Jobcentre Plus (these forms are available online or calling the number on page 3 Values should be annual amounts for 2022/2023, if the question is not applicable enter NIL in the box.

Are you in receipt of Universal Credit? Yes No

Please provide FULL most recent Universal Credit online journal statement
If you have 'Take Home Pay' on your statement you must provide evidence of this also, as per questions below

Do you have employment income? Yes No
If yes, please provide your P60 to April 2023 for each parent/carer

Are you self-employed or in receipt of non-employment income? Yes No
Please provide an SA302, available from HMRC

Do you have income from Savings, shares, investments etc? Yes No
If yes, please provide certificates/official documents to April 2023

Do you have income from Private Pension? Yes No
If yes, please provide P60

Do you have any other household income? Yes No
If yes, please provide details and evidence

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OVERALL TOTAL PER ANNUM	£	£
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Section 6(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 my place of learning, I will not be eligible for any further payments.
- I give permission for the local authority to release information relating to my independent status to EMA Unit.

Check this box to agree to the declaration:

I agree

Section 6(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(s), spouse, or carer(s).

- 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 Midlothian Council to verify the particulars given and also to inform Midlothian Council immediately of any alteration in these particulars.
- I/We undertake to inform Midlothian Council 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 the learning centre, 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.

Check this box to agree to the declaration:

I agree.

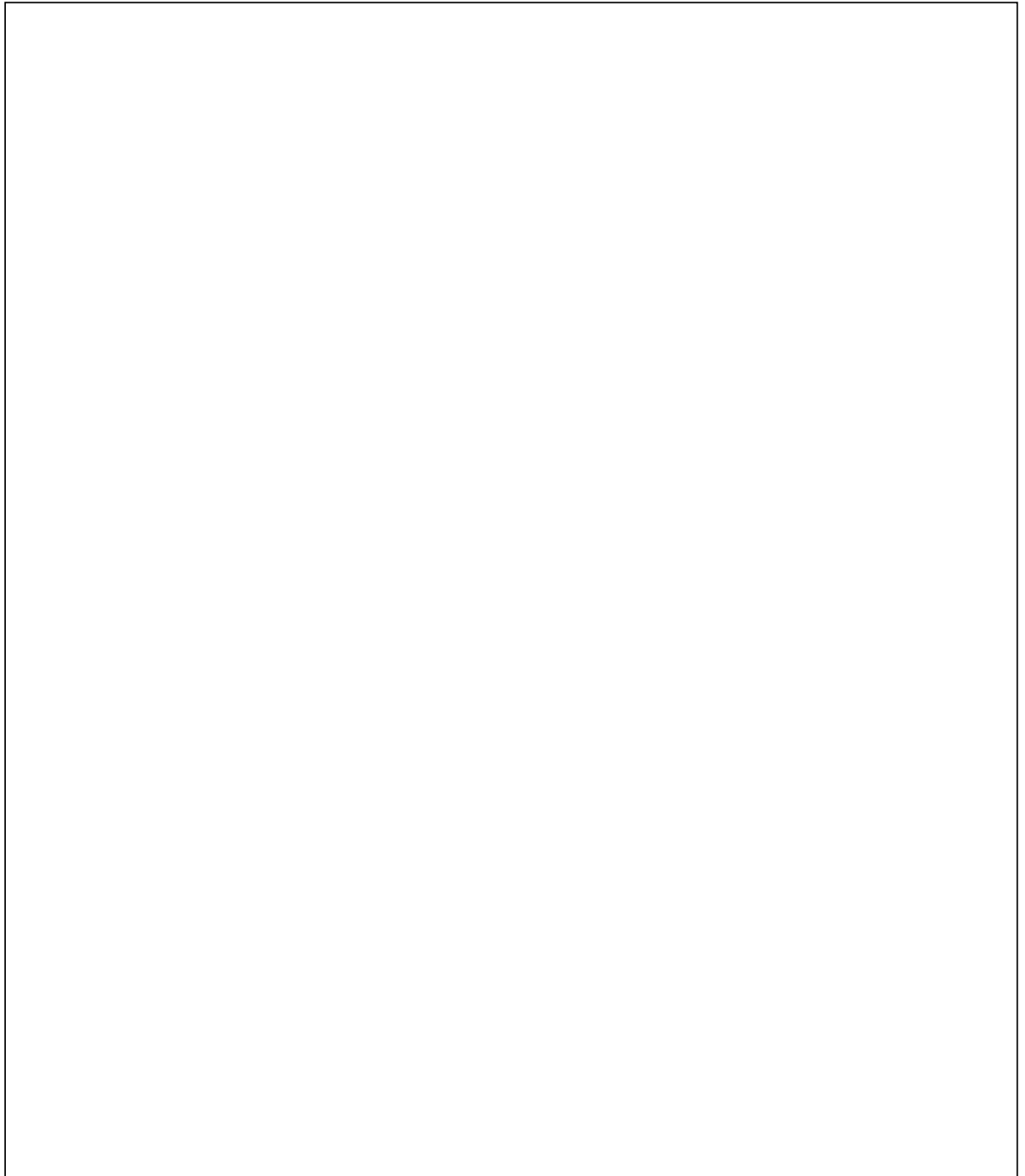
Please use the Checklist on page 9 to ensure all relevant documentation has been provided.

Section 7: CHECKLIST

Please ensure the following scanned/screenshot documents are emailed with your application form

	Tick if enclosed	For Office use only
<u>Documentation required if in receipt of 2023/2024 Tax Credit Award (see below)</u>		
Student's original Birth Certificate <u>or</u> Passport	<input type="checkbox"/>	<input type="checkbox"/>
Tax Credit Award Notice for 2023/2024 (TCAN) TC602 (<i>pages 1-6/1-8</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of lone parent status <i>eg current Council Tax Bill</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of other dependent children in higher/further education – school/college/university notification confirming enrolment	<input type="checkbox"/>	<input type="checkbox"/>
Other documents you may have supplied, please specify on Additional Information page 10	<input type="checkbox"/>	<input type="checkbox"/>
<u>Documentation required if NOT in receipt of 2023/2024 Tax Credit Award (see below)</u>		
Student's original birth certificate <u>or</u> passport	<input type="checkbox"/>	<input type="checkbox"/>
P60 for the year end April 2023 or Valid <i>Financial Year</i> <u>week 52</u> / <u>month 12</u> payslip	<input type="checkbox"/>	<input type="checkbox"/>
If parent(s)/carer(s) are self employed and are <u>not</u> in receipt of a (TCAN) TC602 or a SA302 an Accountant's Certificate (see Part B) should be submitted	<input type="checkbox"/>	<input type="checkbox"/>
SAAS or college award letter	<input type="checkbox"/>	<input type="checkbox"/>
If parent(s)/carer(s) receive benefits – Part C must be completed by the Department for Work and Pensions (DWP), this is available online or by calling the number on the front of the form or a P60U or confirmation letter must be included	<input type="checkbox"/>	<input type="checkbox"/>
2023 P60 supporting parent(s)/carer(s) occupational pension	<input type="checkbox"/>	<input type="checkbox"/>
Proof of guardianship, if required, <i>eg child benefit letter</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of lone parent status, <i>eg current Council Tax Bill</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of other dependent children in higher/further education – school/college/university letter confirming enrolment	<input type="checkbox"/>	<input type="checkbox"/>
P45 if necessary	<input type="checkbox"/>	<input type="checkbox"/>
Other documents you may have supplied, please specify on Additional Information page 10	<input type="checkbox"/>	<input type="checkbox"/>
<u>Documentation required if you are an Independent Student (see below)</u>		
Student's original birth certificate <u>or</u> passport	<input type="checkbox"/>	<input type="checkbox"/>
Proof you are in the care of the Local Authority, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
If you are an independent student, Part C should be completed by the Department for Work and Pensions (DWP)	<input type="checkbox"/>	<input type="checkbox"/>
Other documents you may have supplied, please specify on Additional Information page 10	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION



Please email your application and evidence to ema@midlothian.gov.uk