



**EDUCATION MAINTENANCE ALLOWANCE
ACADEMIC YEAR 2021/2022**

Education Benefits
St David House
Bathgate
EH48 1TT

Please visit www.westlothian.gov.uk/EMA to view privacy notice, or alternatively request a copy by emailing EducationBenefits@westlothian.gov.uk

Was the student born between 01 March 2002 and 28 February 2006?

Yes No (if no, you are not entitled for the 2021/2022 academic year)

How many dependants are in the household, including the applicant?

One More than one

If you answered "one" above then your household income must not exceed £24,421

If you answered "more than one" above then your household income must not exceed £26,884

Before you submit this form, you will need:

- The student's personal email address
- A bank account set up in the student's name
- Proof of household income (e.g. Tax Credit Award Notice, Universal Credit Statement, Self-Employed Certificate of Earnings, Certificate of Benefits Received (form available on our website))
- Proof of guardianship (e.g. child benefit letter with the EMA applicant's name on it?)
- Proof of Lone-Parent Household (e.g. 2021/2022 Council Tax Bill showing 25% reduction)

SECTION 1: ABOUT THE STUDENT

Student's Full Name

Student's Date of Birth

Student's Address

Has the student lived at this address more than 3 years?

Yes No

Previous Address 1

Previous Address 2

Previous Address 3

Student's Email Address

(Make sure to use an email address which you check regularly – we will use this to contact you)

How long have you lived in the UK? (you can answer "since birth" if appropriate)

Has the student left school?

Yes No

Are you home schooled?

Yes No

Are you an independent student?

(An independent student is classed as a person estranged from their parent or guardian, they are a parent to whom child benefit is being paid, they are married or in a civil partnership, they are Looked After, they are care leavers, they receive benefits in their own right)

Yes No

Are you on a HYPE agreement?

You may be on a HYPE Learning Agreement if you've left school and are working with a keyworker

Yes No

Student's School (if applicable)

SECTION 2: BANK ACCOUNT DETAILS

Name of Bank Account Holder

Is the account holder the EMA applicant?

In exceptional circumstances we will pay into a parent or guardian's bank account

 Yes No

Name of Bank

This is the name of your bank or building society, such as the Royal Bank of Scotland, or Halifax Bank of Scotland

Sort Code

Bank Account Number

Enter the 8 digit number which is found either on your bank card or on a bank statement

SECTION 3: FAMILY DETAILS

Who do you live with?

 Mother Father Mother's Partner Father's Partner Grandparent(s) Foster Carer(s) In Care On my own Other Adults Other (please detail)

Does the student live in a lone parent household?

 Yes No

How many dependants are in the household, including you?

A dependant is anyone up to the age of 16, or between the ages of 16 and 25 if they are in full-time further or higher education.

(Full) Name of Other Dependants	Date of Birth	Nursery/School/Learning Centre (if not yet of school age, please leave blank)

PARENT/GUARDIAN 1 DETAILS

Name

Relation to Applicant

Employment status

Contact Number

Email address

Please be aware we may contact you either by email or telephone to discuss the application

PARENT/GUARDIAN 2 DETAILS (if applicable)

Name

Relation to Applicant

Employment status

Contact Number

Email address

Please be aware we may contact you either by email or telephone to discuss the application

SECTION 4: HOUSEHOLD INCOME

When supplying evidence please include a photocopy, please do not send originals as these will not be returned to you

Does the household have a tax credit award notice for the year 2021/2022?

If you answer yes above then please supply all pages of the document, this should be all we need

 Yes No

Can you supply a recent Universal Credit Statement?

If you answer yes then please supply a statement or screenshots, we must specifically see the pages showing take-home pay and/or deductions along with the name of the EMA applicant

 Yes No

If you have answered no to the two questions above then please supply evidence of any of the following that apply to you:

- Jobcentre Benefits
- Employment Income
- Self-employed or in receipt of non-employment income
- Savings, Shares, Investments, Trusts, Dividend etc.
- Pension Income
- Ceased Employment in 2020/2021
- Further or Higher Education Student in 2020/2021
- Other household income
- Deductible allowance to declare

Proof of guardianship

If you have not provided a Tax Credit Award Notice or Universal Credit Statement showing the EMA applicant's name then please include a child benefit letter with the application that has the EMA applicant's name on it.

DECLARATION

- I declare that all the information given in this form is true and correct
- I understand that if I give false information or withhold information the EMA application will be cancelled and, if necessary, action will be taken to recover any money paid to the student
- I agree to provide the Local Authority with any documentation required to verify the application
- I agree to refund any sum arising from an overpayment for any reason
- I understand that if the student does not keep to the conditions of the Learning Agreement, payments may be withheld
- I understand that if the student leaves school, the student will not be eligible for any further payments
- I have read and agree to the details of the Privacy Notice at the start of this form.

I confirm I have read and agree to the above conditions of my EMA application

Student's signature

Parent/Guardian's signature

You must also complete a learning agreement. This is available online at www.westlothian.gov.uk/ema, or alternatively a paper version is available at the end of this form.

THIS FORM SHOULD BE DETACHED, COMPLETED BY THE STUDENT AND PASSED TO THE SCHOOL OFFICE

PAYMENT CANNOT COMMENCE UNTIL YOUR SCHOOL HAS RECEIVED AND AUTHORISED THIS DOCUMENT

School Name: _____

Student's Name: _____

Date of Birth: _____

Address: _____

_____ Post Code: _____

STUDY PROGRAMME

SUBJECT

LEVEL

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CAREER AIMS

This Learning Agreement is to be reviewed at least termly and may be amended if necessary by agreement between the student and the school.

Details of weekly EMA allowance is shown in the student's letter of award. Payment dates and full terms and conditions relating to the payment of allowances, appeals procedures and the recovery of overpayments can be found online at www.westlothian.gov.uk/ema

P.T.O.

DECLARATION

TO BE COMPLETED BY THE STUDENT

I,agree to the terms of this learning agreement.
(student's name in block capitals)

I understand that:-

My study programme (see Options Booklet and personal timetable) forms part of this agreement

I must ensure that all requirements of my study programme are met

I will seek appropriate careers advice before changing my study programme

I must support the school's aims and comply at all times with standards of conduct

I must maintain 100% attendance (other than absences authorised by the school e.g. for genuine medical reasons)

I must notify the school about absences on or before the first day of absence

I understand that if I am late more than twice in one week my EMA will be stopped

EMA may be withheld if the terms of the Learning Agreement are not met or if I do not comply with the terms and conditions of award

Signed _____ Date _____
(student's signature)

Please now return this to your school for processing