



# Education Maintenance Allowance (EMA)

## School Session 2023/2024

This form is for young people who attend a school, Pathways Agreement, or are home educated within the Moray Council area. You can NOT use this form to apply for an EMA at college – contact your college directly.

Before you complete this form please read the guidance booklet. Write in BLOCK CAPITALS using black or blue pen.

### COMPLETE FORM IN BLACK OR BLUE INK

FULL NAME OF STUDENT	
SCHOOL / LEARNING CENTRE	
DATE OF BIRTH	SQA Candidate Number:

Have you received an EMA before? YES ☐ NO ☐

**A new application must be made each academic year.**

#### DATA PROTECTION ACT

The Council is under obligation to manage public funds properly. Accordingly, the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non payers of council tax and to improve the uptake of benefits.

The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations which handle public funds.

- Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered by Local Authority Education Departments for schools throughout Scotland. The Scottish Government and Local Authorities are controllers in relation to your information.
- 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.
- 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.

### OFFICIAL USE ONLY

Date application received:	1st check:	Date award letter sent:	Single student rule	
			Multiple student rule	
		EMA start date:	Autumn intake	
	2nd check:		Winter intake	
		Date refused:	Award	
			Provisional award	
	Reason for refusal:	Refused		
		EMA Reference		

FOR OFFICIAL NOTES

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## Part A

### Section I (A): PERSONAL DETAILS – Completed by Student

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth (Day/Month/Year)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name(s)	<input type="text"/>								
Surname(s)	<input type="text"/>								
Email address of applicant	<input type="text"/>								
Current Home Address	<input type="text"/>								
	<input type="text"/>								
Postcode	<input type="text"/>								
Home Telephone	<input type="text"/>				Mobile	<input type="text"/>			

### Section I (B): PERSONAL NATIONALITY AND RESIDENCY DETAILS

How long have you lived in the United Kingdom? From (Day/Month/Year)

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.

	Address 1	Address 2
From	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>
To	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

**Residency:** please tick the relevant box:

UK ☐ EU/EEA/Swiss National ☐ Settled Status/Exceptional Leave ☐ None of these ☐

Refugee Status/Temporary Protection/Humanitarian Protection ☐ From

**If required, please use the additional information page on page 5.**

### Section 2: COURSE/SCHOOL DETAILS – Completed by Student

Name of School

Are you attending school/college for at least 21 guided learning hours each week? Yes ☐ No ☐

If no, do you have flexible study arrangements to meet your particular needs; Yes ☐ No ☐

i.e. due to a medical condition? or you are a young carer?

Please state reason why you will be attending school for less than 21 guided learning hours.

Please use additional information page if required.

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

### Section 3: BANK/BUILDING SOCIETY ACCOUNT DETAILS – Completed by Student

Name of person holding account

Is the account holder the EMA student?

Yes ☐

No ☐

If no, please state reason on additional information page.

Name and Address of  
your Bank/Building Society


Sort Code (6 digits)

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Account Number (8 digits)

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Roll/Reference Number (if applicable)

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**Any changes to your bank/building society account must be made in writing immediately to Moray Council, Education & Social Care.**

### Section 4: INDEPENDENT STATUS – Completed by Student

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

Yes ☐

No ☐

If yes, are you living under the care of the Local Authority or with foster parents?

Yes ☐

No ☐

(Please provide a letter from your Social Worker)

### Section 5: FAMILY DETAILS – Completed by Student

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

Mother ☐  
Mother's partner ☐  
Grandparent(s) ☐  
Other adults ☐

Father ☐  
Father's partner ☐  
Foster parent(s) ☐  
please specify

On my own ☐  
EMA Applicant's partner ☐  
In care ☐

Lone parent household?

Yes ☐

No ☐

How many dependent children in the household?

Full Name of Other Dependents


Date of birth


Nursery/School/Learning Centre


Parent/Carer 1

Parent/Carer 2

Name (include title)

Permanent Address

Postcode

Relationship to Applicant

Occupation(s) held  
during tax year 2021/22



Marital Status

Contact Number

**EMA applicants must now sign and date the Student Declaration at Section 6(A)**

## 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 / Pathways Agreement, payments may be withheld.
- I understand that if I leave school / Pathways Agreement, 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 team.

Signature of Applicant  Date

Name (PRINT)

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

**EMA applicants must now complete and sign the Learning Agreement on pages 7 & 8**

## 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, spouse, 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 / Pathways Agreement, payments may be withheld.
- I/We understand that if my/our child leaves school / Pathways Agreement, 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.

Parent/Carer 1     
Signed  Date

Name (PRINT)

Parent/Carer 2     
Signed  Date

Name (PRINT)


**Parent/Carer must now sign and date the Learning Agreement on page 7**


# Education Maintenance Allowances (EMA)

## Application Contact Address


### APPLICATION CONTACT ADDRESS


Postage charges are based on weight and size. Moray Council will not accept forms with insufficient postage. Post your completed application form to the following address:

 by post:  
The Revenues Section, Moray Council,  
High Street, Elgin, IV30 1BX

 you can also hand deliver your application:  
to the **Information Hubs** within all  
Moray Council Libraries.

If you have any queries please contact: us

 by email:  
[revenues@moray.gov.uk](mailto:revenues@moray.gov.uk)

 by phone:  
01343 563456

### Additional Information

# Privacy Notice

The Data Controller of the information being collected is **Moray Council**.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at **info@moray.gov.uk** or **01343 562633**. You can also consult the information available at the Information Commissioner's website: **ico.org.uk**

**This privacy statement relates to the following process:**

Education Maintenance Allowance applications

**Your information is being collected to use for the following purposes:**

To determine eligibility and award/reject grant

**The legal basis/bases for collecting the information is:**

The data subject (i.e. you) has given consent to the processing

**Your information will be shared with the following recipients or categories of recipient:**

Moray Council education and social care, revenues, payments and accounting departments

**The personal data being used for this process includes:**

Name, address, income evidence

Your data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain data for on our website: **[www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html)**

Please note that you have the following rights:

- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to request rectification or erasure of your personal data, as so far as the legislation permits
- to request restriction of processing of your personal data (that is, to request that we halt any activity performed on your personal data), as so far as the legislation permits
- to object to any direct marketing
- to object to any processing undertaken for the purposes of scientific/historical research and statistics, as so far as the legislation permits
- to withdraw consent at any time

# Education Maintenance Allowance (EMA)

## Learning Agreement – School Session 2023/2024

This page is for young people who attend school

### COMPLETE FORM IN BLACK OR BLUE INK

#### Do not remove this page from the Application Form.

Please complete this page (leave the Study Programme table blank) and sign the declaration on page 8. If you are awarded an EMA you will be asked to meet with your guidance teacher. The EMA Administrator will send this page to the school so that your guidance teacher can sign it. EMA Payments can not start until the school has received and authorised this page.

All information is held in compliance with the Data Protection Act 2018.

FULL NAME OF STUDENT	
SCHOOL	
DATE OF BIRTH	SQA Candidate Number
YEAR & CLASS	GUIDANCE TEACHER

### STUDY PROGRAMME

(please leave this table blank – you will be asked to meet with your guidance teacher; who will help you complete this part of the form)

Subject	Level

### Special arrangements e.g. Timetable

#### Targets\*

- Homework will be completed to the best of my ability and handed in on time
- Class work will be completed to the best of my ability
- I will arrive at school and in class on time
- I will maintain the agreed level of attendance
- My conduct will reflect my positive approach to learning

I understand that if I do not make an effort to achieve these targets my Education Maintenance Allowance may not be paid.

\* In the event that a young person lacks capacity to understand this agreement, the parent/carer undertakes to support the pupil to achieve these targets.

# DECLARATION

## TO BE COMPLETED BY STUDENT

I agree to the terms of this learning agreement.

I understand that:

- My study programme forms part of this agreement
- I must ensure that all requirements of my study programme are met
- I must seek appropriate careers advice before changing my study programme
- I must support the school's aim and comply at all times with standards of behaviour and conduct
- I must maintain 100% attendance (other than absences authorised by the school)
- I must notify the school about absence 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

### Student Signature

Signed

Date

Name (PRINT)

### Parent/Carer's Counter Signature

Signed

Date

Name (PRINT)

## TO BE COMPLETED BY THE SCHOOL

I confirm that the student has had the terms of the EMA explained and has agreed to comply with the terms and conditions of award of Educational Maintenance Allowance. I or one of my colleagues will notify Moray Council should the student fail to meet any of the EMA requirements at any point during the school year.

Signed

Date

Name (PRINT)

Designation

(on behalf of the school)