



## Education Maintenance Allowance – Academic Year 2011/2012 Conditions of Award

The Scottish Government has announced that bonus payments will no longer be part of the programme.

### Application Process

- Applications can only be accepted where the applicant has reached the statutory school leaving age and has a date of birth between 01 March 1992 and 29 February 1996.
- You must complete an Education Maintenance Allowance Learning Agreement signed by yourself, your parent and by the Guidance Teacher of the school you are attending. You must adhere to the terms of the learning agreement or payments will be stopped immediately.

### Assessment of Allowance

- You should not be in receipt of any other maintenance award from any source.
- In extreme circumstances e.g. redundancy, EMA awards can be based on current incomes and a provisional payment can be made.

### Attendance & Progress

- Award holders must attend school for a minimum of 21 guided learning hours per week.
- **Absence** – award holders will only receive an EMA payment for those weeks where 100% attendance has been maintained except in the case of genuine medical absence. Absence due to family holidays taken in term time and similar reasons are unacceptable even if school staff have given permission
- **Persistent Late-coming** – if a student has more than two late-comings in any one week the EMA payment will be stopped for that week.
- **Conduct** – where a student is not complying with the school's discipline policy, the school can contact Education Services and request that EMA payments be suspended / stopped for that student.
- **Progress** – all students should progress in their studies. EMA payments can be stopped if students do not make progress with their studies.
- The award will continue to be paid only if reports on your attendance, behaviour, work and progress are satisfactory.

### Payment

- Payments to students will be made on a 2 weekly basis and will be paid directly into the applicant's bank account (only in exceptional circumstances will EMA be paid into someone else's account i.e. additional learning needs).
- Successful applicants should check with their own bank in the first instance to ascertain when / what EMA payments have been paid into their bank account for the relevant period. Please contact your school directly if payment has not been made into your bank account in accordance with the schedule of payments. Please also contact your school directly if you feel that a weekly payment may be missing, as this may be a problem with your attendance that only your school can resolve.
- EMA will be paid throughout your study leave and up until the last exam on the exam calendar. If you leave after your exams then you will miss out on the remaining weekly payments.
- If you change your bank account you must inform this office in writing at least 14 days in advance of the payment date.
- If for any reason your award is overpaid you will be requested to refund such overpayment to the Authority.
- Autumn Intake - Payment will be backdated to the start of the session if the application form is received by the Authority by 30 September 2011. Application forms received after this date will only be backdated to the date that the application form was received.
- Winter Intake - Payment will be backdated to the start of the term in the new year if the application form is received by the Authority by 29 February 2012. Application forms received after this date will only be backdated to the date that the application form was received.

### Appeals

- If payment has been stopped or suspended because of attendance / late-coming / progress / conduct then please contact your school directly.
- If payment has been refused for any other reason then any appeal should be made in writing to Education Services.