

Application for Education Maintenance Allowance
EMA Year 01/09/07 – 31/08/08



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Part A – to be filled in by the Young Person

The Young Person and the Adult(s) should read this page first.

- Complete this form if you are thinking of starting a full-time further education course at a college or school, an LSC-funded Entry to Employment (e2e) programme, or a course that leads to an Apprenticeship from 1 September 2007 OR you are leaving school in the summer of 2007 – see guidance notes pages 3-4
- If you are not intending to study in England do not fill this form in – see guidance notes page 5
- You will need a bank/building society account that accepts BACS payments. If you do not have an account – see guidance notes page 27
- We need the 2006-07 income details of the adults who are mainly responsible for the young person. For EMA the adult(s) is mainly responsible for the young person if he/she lives with that adult(s)
- Send your completed form and the required evidence to us as soon as you can. If we receive your application within 28 days of you starting your learning programme, you may be entitled to receive payments from the start of your learning programme. EMA payments cannot be made until you give the Notice of Entitlement (NoE) to your learning provider.



Important – To get EMA you must meet the residency conditions on pages 5-7 of the guidance notes; read these before completing this form. If you **DO NOT** meet these conditions **DO NOT** apply for EMA.

Filling in this form:

- To help you, brief notes are given at each question and more detailed help is also available in the guidance notes.
- Please fill in the form using **BLACK INK** and in **CAPITAL LETTERS**.
- You can also call us for more help on 0808 10 16219 between 07:00 and 20:00 Monday to Friday. Alternatively, visit our website www.direct.gov.uk/ema

Funded by:



Office Use Only: Evidence Returned

EMA Number

Bank Account

EMA 1

Recipient

Part A: to be completed by the young person

The application form may be blank or have pre-printed details at the top of page EMA 1.

When the form does not have any pre-printed details at the top of this page, additional mandatory fields will need to be completed on page EMA 2 of the form.

If we posted the form to you and your details are printed on the first page of this form and are correct, you do not need to fill in questions A1 to A3. If any of those details are wrong, please fill in questions A1 to A3 in full.

A1. Your name Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Other ☐

Surname/family name

First name(s)

A2. Your address

House no./flat no./name

Street or Road

District

Town/city

County Postcode

A3. Date of birth

A4. Your contact details

Home phone

Young person's mobile phone

Email

A5. If you received EMA payments between September 2006 and August 2007, mark this box. ☐

We will make payments into the same account as we did in 2006/07 unless you contact us on 0800 10 16219.

If you marked the box, you do not need to fill in question A6 and you do not need to send us a bank statement or other bank evidence. If you did not mark the box, go to question A6.

A6. Your Bank or Building Society account details

You must enclose a bank statement, letter or form from your bank that shows your sort code, account number, roll number if applicable and home address. If for some reason the address on your evidence is different from the address on your application form, you must tell us why.

To receive EMA payments, you must normally have a bank account in your own name that we can make payments into. If you do not have a bank account, you need to open one first and then fill in this form when you have the information we need. In some special circumstances where a young person is unable to administer their own account, special arrangements apply. Please call us on 0800 10 16219 if this applies.

Full name of account holder

Name of Bank/Building Society

Branch

Sort Code

Account Number

Roll Number (if applicable)

Your bank account number may not be the same as the cash or debit card number you can find it on a statement or cheque book.

Roll numbers only apply to some Building Society accounts.

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Part A: to be completed by the young person

Questions A1 to A6 capture the learner's personal details – the information requested should be completed fully wherever possible.

Questions A1, A2 and A3 must be completed when there are no pre-printed details at the top of page EMA 1.

Question A4 is not a mandatory field; however, contact details for the young person can be invaluable should the application require further attention, for example an incomplete application.

Question A5 should only be completed when a young person is applying for their second or subsequent year of EMA.

Question A6 captures bank details.

- The account should be in the young person's name.
- Valid bank evidence would be required to verify the details shown at Question A6. This evidence can be a bank statement, a letter from the bank or the banking proforma from the back of the guidance notes completed by the young person's bank or building society.
- We do not accept Post Office Card Accounts as they will not accept BACS transfers from EMA.

Please note: either Question A5 or Question A6 must be completed in ALL instances.

A7. Do you live with adults who are mainly responsible for you?

If you live with a partner read the guidance notes, page 10. If you live with foster parents, answer 'No' and go to question A8. If you live with a relative or someone who is not related to you but is responsible for you, answer 'Yes', leave questions A8 and A9 blank and go to question A10.

Yes ☒ No ☒

Go to A10 Go to A8

A8. Are you in Local Authority care, with foster parents, a care leaver, OR in a Young Offender's Institution (YOI), Secure Training Centre (STC) or Local Authority Secure Children's home (LASCH)?

If you answered 'Yes', leave questions A9 and A10 blank and go to question A11. You must enclose a letter from the Local Authority with your application, to confirm you are in their care, a care leaver or are with foster parents. If you are in a YOI, STC or LASCH on remand or under sentence, you must enclose a letter from your YOI, STC or LASCH confirming your circumstances. If you do this Parts B and C of this form don't need to be filled in. See guidance notes page 10.

Yes ☒ No ☒

Go to A11 Go to A9

A9. If you are not living with adults who are mainly responsible for you, and you are not in care, do you currently receive Income Support?

If you answered 'Yes', you must fill in Part C and we will verify this with DWP. Do not complete Part B. If you answered 'No' we may still be able to help, please call us on 0808 10 16219.

Yes ☒ No ☒

Go to A11. You also need to fill in Part C Call 0808 10 16219

A10. Are you a parent yourself who is mainly responsible for at least one child? Please call us and see guidance notes page 11.

If you answered 'Yes' to this question, special arrangements apply. Please call us on 0808 10 16219.

Yes ☒ No ☒

Call 0808 10 16219 Go to A11

A11. Equal Opportunities Monitoring

The answers you give us here will help us to make sure that we are reaching all parts of our community. Your answers will not affect your assessment in any way and if you prefer, you can choose to leave this question blank.

Are you: Male ☒ Female ☒

Do you consider yourself to have a disability? Yes ☒ No ☒

If you are not sure if this applies to you, page 11 of the guidance notes will help you.

How would you describe your ethnic origin?

| | |
|---|--|
| White | Black or Black British |
| * British <input checked="" type="checkbox"/> | * African <input checked="" type="checkbox"/> |
| * Irish <input checked="" type="checkbox"/> | * Caribbean <input checked="" type="checkbox"/> |
| * Any other white background <input checked="" type="checkbox"/> | * Any other black background <input checked="" type="checkbox"/> |
| Mixed | Chinese or other ethnic group |
| * White and black Caribbean <input checked="" type="checkbox"/> | * Chinese <input checked="" type="checkbox"/> |
| * White and black African <input checked="" type="checkbox"/> | * Any other <input checked="" type="checkbox"/> |
| * White and Asian <input checked="" type="checkbox"/> | Asian or Asian British |
| * Any other mixed background <input checked="" type="checkbox"/> | * Indian <input checked="" type="checkbox"/> |
| I do not wish to record my ethnic group <input checked="" type="checkbox"/> | * Pakistani <input checked="" type="checkbox"/> |
| | * Bangladeshi <input checked="" type="checkbox"/> |
| | * Any other Asian background <input checked="" type="checkbox"/> |

Now go to A12 on the next page

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Questions A7 to A10 are for the young person to indicate their personal circumstances. Additional information is shown in the purple-bordered boxes underneath each question and indicates the **additional evidence** that would be required to process their application.

The purple boxes under each of the check boxes advise the applicant which questions they should complete next.

Question A10 – if the young person crossed the “Yes” box they may be eligible for help with childcare costs with the Care to Learn scheme if they:

- are using Ofsted-registered childcare for their child/children; and
- are aged under 20 when their learning starts; and
- are following any publicly funded programme of learning.

Visit the website www.dfes.gov.uk/caretolearn or call the Care to Learn helpline on 0845 600 2809.

Question A11 is about equal opportunities.

The answers given here will have no bearing on the young person's eligibility for EMA; the crossing of the boxes will be used for survey purposes and to ensure that we are reaching all sections of the community.

A12. Data Protection statement and Young Person Declaration

Data Protection

The information you provide on this form will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for over 16-year-olds in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC is also a co-funding organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations, and what they do, may be found at www.lsc.gov.uk.

Cross this box if you **DO NOT** consent to the administrators of the EMA scheme providing details of the progress of your application and payments to the person named as adult 1 in question B2 on Part B of this application form



Cross this box if you **DO NOT** consent to the administrators of the EMA scheme providing details of the progress of your application and payments to the person named as adult 2 in question B2 on Part B of this application form.



At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Cross this box if you **DO NOT** wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners aged over 16 in England.



The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please cross this box if you **DO NOT** wish to be contacted about courses or learning opportunities by post.



Declaration

If you give false or incomplete information, you may be prosecuted. As part of our assessment process we will sample successful application forms and may ask for further evidence. If that evidence is not provided, or results in a lower award being due, we may stop any future payments and seek repayment of anything paid.

I have read and understood the guidance notes supplied with this form including the statement on Data Protection and declare that the information given on this form is correct and complete to the best of my knowledge and belief.

I understand that:

- if I do not keep to my EMA Agreement, or if I leave my learning programme, I will not be eligible to receive further payments; and any EMA overpaid may be recovered from me
- I am not allowed to receive EMA payments at the same time as any other government training or learning allowance
- the information I have given may be shared with other agencies or organisations, as allowed by law, for the purposes of checking my application and/or the prevention of fraud
- although my application may be successful, I may only claim EMA payments if I fulfil the conditions of residency on pages 5–7 of the guidance notes. If asked for I must provide evidence of my residency status when I enrol on my learning programme.

I authorise the Department for Work and Pensions to disclose information regarding any benefits and allowances for the purposes of assessing an application for Education Maintenance Allowance.

Sign here

If you do not sign, your application will not be accepted and the form will be returned to you.

Date

2 0 0 7

If the young person is unable to sign the declaration, please call us on 0808 10 16219.

Now give the form to the adult(s) who are mainly responsible for you, so that they can complete their part of the application; unless you are a young person living independently on Income Support, in which case now fill in Part C.

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The check boxes in **Question A12** are not mandatory. They will determine the amount of contact the young person receives from the Learning and Skills Council (LSC) with regard to surveys and research and/or courses and learning opportunities.

The question also contains two options allowing the young person to determine who the Assessment and Payment Body (APB) can speak with regarding the application.

The young person declaration must be signed.

Before signing, the young person must read the declaration.

The signature provided must be that of the young person applying for EMA (although special circumstances apply if the young person is unable to sign the declaration – these cases should be referred to the helpline on 0808 10 16219).

Please note – applications for a young person in local authority care, living with foster parents or who is a care leaver; or where the young person is in a Youth Offender's Institution (YOI), a Secure Training Centre (STC) or a Local Authority Secure Children's Home (LASCH) will be complete at this stage. The application will need to be supported by a letter from the local authority or YOI/STC/LASCH on headed paper confirming the young person's circumstances.