

Please complete the following making sure all sections are fully completed as well as being signed by yourself and your parent/carer. Then take the completed Learning Agreement to your SCHOOL who will then notify the EMA Unit that the learning Agreement has been completed.

The Highland Council will implement arrangements for regularly reviewing this learning agreement. If the student changes course or centre, he/she should seek appropriate advice from their SCHOOL.

Details of appeals procedures and criteria for assessing retention and achievement bonuses are detailed in the Terms and Conditions (Issued with Award Letter) of the Education Maintenance Allowance.

**ALL SECTIONS OF THIS LEARNING AGREEMENT MUST BE FULLY COMPLETED AND HELD AT THE SCHOOL**

### TO BE COMPLETED BY THE STUDENT

STUDENT NAME:  SCN:

DATE OF BIRTH:

ADDRESS:

SCHOOL / CENTRE ATTENDED:

ACADEMIC SESSION:

YEAR / TUTOR GROUP:

### Contract Part One

I (name in block capitals)..... accept the offer of the EMA made by the Highland Council ECS Service to me on ..... and the terms and conditions of the scheme. I understand that:

1. **ATTENDANCE** - I **must** notify my school/centre about absences before or on the first day of absence.
2. My study programme must be 21 hours or above each week. (Any changes must be notified to the school immediately)
3. **ATTAINMENT** - It is my responsibility to ensure that all requirements of my study programme are met.
4. **ATTITUDE & BEHAVIOUR** - I must support the aims of the school/ centre and accept its standards of conduct.

**STUDY PROGRAMME**

**SUBJECT**

**LEVEL**

**METHOD OF ASSESSMENT**

.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**CAREER AIMS:**

**STUDENT SIGNATURE**

**Signed** ..... **Date:** .....

**PARENT/GUARDIAN SIGNATURE**

**Signed** ..... **Date:** .....

**Relationship** .....

**To be completed by the school/centre**

I hereby confirm that the above named student has had the terms of the EMA explained and has agreed to comply with the terms and conditions of the Highland Council's policy on Education Maintenance Allowances. I, or one of my colleagues, will notify the Highland Council at appropriate points during the school year should the student fail to meet the EMA requirements.

**Signed** ..... **Date:** .....

(On behalf of the school/centre)

**Designation** .....