

Education Maintenance Allowance

APPLICATION APPEALS PROCEDURE

2009-10

If you were unsuccessful for an EMA or disputing the award banding stated in the award letter then you may lodge an appeal.

1. You must discuss any concerns or issues with the EMA Administrator **in the first instance.**
2. The applicant or parent/carer who has appealed must submit in writing outlining their reasons for appealing with evidence attached within 14 days of being notified of the above (Unsuccessful/Award letter) to the EMA Administrator.
3. Once the appeal has been heard the applicant or parent/carer will then be notified in writing of the decision by EMA Administrator.
4. If the appeal cannot be resolved with the EMA Administrator to the applicant or parent/carer's satisfaction they should then in writing appeal to the EMA Co-ordinator within 28 days of the EMA Administrators decision.
5. The EMA Co-ordinator will consider appeals within 14 days of the receipt of the appeal letter and will notify the applicant or parent/carer and the EMA Administrator of the final decision of the EMA Co-ordinator.
6. The decision of the EMA Co-ordinator is final.

Reassessment

If there is a significant change in financial circumstances within the household, students may be eligible to apply for a reassessment of award during the current academic year. This is possible where income for the current financial year reduces by 15% resulting in income falling into the lower band.

Please submit in writing outlining reasons for a reassessment with evidence attached.

Application Appeals to:-

EMA Unit
Town House
High Street
Inverness
IV1 1JJ