

Dear Pupil,

You have been granted an EMA as shown in the enclosed letter of award. The award is subject to the terms and conditions below and it is in your own interest to read these notes carefully and comply with the instructions. Failure to do so may result in delays or loss of payment/s.

### **Learning Agreement**

Please take your award letter to your **LEARNING CENTRE/PERSONAL ADVISOR** to confirm that you have been awarded an EMA and to ensure that your Learning/Activity Agreement is in place.

### **Terms and Conditions**

1. You must complete an **EMA Learning Agreement** signed by yourself, your parent/carer and the Learning Centre you are attending **before payments can be paid to you**.
2. You must adhere to the terms of the Learning Agreement (attendance, attainment, behaviour and attitude) or EMA payments will be stopped immediately.
3. You must attend your Learning Centre as per the Learning Agreement – for those attending school this will normally be for 21 hours guided learning per week.
4. Any changes to your learning or agreement must be agreed with your Learning Centre. Failure to notify and agree changes will affect payments to you.
5. Students must inform their **Learning Centre** of any changes of address, contact details or changes in circumstances **within 5 working days of the alteration**.
6. Alternative off-site provision agreed by the learning centre e.g. college placements, off-site tutoring etc. Students will continue to receive payments however this is only to cover part-time not full time courses with an alternative institution. Students who anticipate they will be completing a full time course in the college or must be funded by the college. **In circumstances like this you must contact your Learning Centre/Personal Advisor directly for specific advice.**
7. You will only receive an EMA payment for those weeks where 100% attendance has been maintained. Absences authorised by your **Learning Centre** will be accepted.
8. Lateness is regarded as not adhering to 100% attendance. Up to 1 late per week may be accepted; up to a maximum of 5 per period (See appendix 2 for term dates/blocks) might be permissible but at the discretion of the Learning Centre. Therefore more than 1 late being recorded in 1 week might trigger non payment for that week.
9. Your award will be made to you **fortnightly in arrears** and will be **paid directly into your bank account**. Please refer to list of payment dates in appendix 1A & 1B.
10. Payment will not be made to you for holiday weeks.
11. A maximum of 5 days **self-certified absence** (Medical reasons only) may be accepted in a term/block). (See appendix 2 for term dates/blocks) Thereafter only a doctor's certificate or medical absence authorised by a doctor will be accepted.
12. Absence should be **notified to your Learning Centre before or on the first day of absence** and students **should continue to notify their Learning Centre** of absence if it continues.

13. Relevant documentation to support **reason for absence must be submitted** by the student/parent/carer **to the Learning Centre within 10 days of coming back to your Learning Centre**. Failure to do so will trigger non payment **indefinitely**. (Individual circumstances will be considered before a decision is made)
14. Long-term sick leave will be monitored by the Learning Centre. Individual circumstances will be considered before a decision is made on whether payments are to continue.
15. Students who are absent from the Learning Centre to go on family holidays during term time will not receive EMA payments for the weeks they were away on Holiday.
16. You can continue to receive EMA payments if you are on work experience providing the work experience is a **pre-arranged and an integral part of the course**. The work experience should take place during term and should not be waged.
17. If you are formally excluded from the Learning Centre your weekly payments will be suspended during the period that you are absent from Learning Centre.
18. You must attend all scheduled exams including prelim exams as per your learning agreement. It will be at the **discretion of the Learning Centre** either to withhold weekly payment for non attendance of exams. (Individual circumstances will be considered before a decision is made).
19. Study periods leading up to exams will be counted as attendance as long as this is in term time. Please note attendance will be monitored by the Learning Centre prior to study leave. Therefore any un-authorized absence or self certified absence over 5 School days in that term will trigger non payment and payments will be jeopardised.
20. Any overpayment of EMA award will be recovered either from weekly payments until all monies owing are paid in full or invoice issued.
21. **You** must check with your own bank in the **first instance** to ascertain when/what EMA payments have been paid into your bank account for the relevant period. (Please refer to payment schedule appendix 1A & 1 B) If payments have not been paid **please contact your Learning Centre in the first instance**.
22. If you change your bank account you must inform the EMA Unit in **writing** within **7 days** in advance of the payment date. Please note phone calls, emails or asking your Learning Centre to contact the EMA unit with personal bank account information which is highly confidential is not acceptable due to security reasons. The EMA Unit will only accept from the young adult **in writing** any changes of bank account details.
23. For security reasons, successful applicants who call to make any enquiries must provide their date of birth, name of Learning Centre they attend and in all cases SCN number or their bank account details before information can be provided.
24. If your weekly EMA payment is not paid because you are deemed to have failed to comply with the terms and conditions of the scheme, you have the right to appeal the decision. Please refer to EMA payment appeals procedure attached appendix 3. **(It is the responsibility of the student to check payments)**
- Please make a note of the following.**
- \* Payment appeals for week beginning 4.7.11 to 13.06.12 should be submitted for appeal by **20.06.12**. If an appeal is submitted after this date the appeal will be refused automatically.
  - \* Payment appeals for week beginning 20.06.12 & 27.06.12 must be submitted for appeal and dealt with by week beginning **27.06.12** or at the next academic year of 2012-13 "August 2012". If an appeal is submitted after August 2012 the appeal will be refused automatically.
25. If household income drops by 15% you may be entitled to a higher level of award. If this happens please inform the EMA Unit in **writing** as soon as possible and request a re-assessment.
26. EMA payments will be stopped if you do not comply with the above conditions.

If you have any queries, please **contact your Learning Centre in the first instance** and there after the Education Maintenance Allowance Unit on (01463) 724217.

# IMPORTANT POINTS

- Read the Terms and Conditions, and keep them in a safe place
  - 100% attendance required
- Only 1 late per week may be accepted (at Learning Centre's discretion)
- Only 5 days of self-certified absences may be accepted per term/block
- Check your bank account on payment day to ensure you have received your money. (Remember you are paid in arrears)

**APPENDIX 1A:****EMA PAYMENT DATES**

Please make sure you check your bank account to see if the payment has gone in, any query after that, contact your Learning Centre in the first instance.

<b>WEEK</b>	<b>PAYMENT DATE</b>	<b>COMMENTS</b>
04-Jul-11	29-Jul-11	<i>AA only</i>
11-Jul-11	29-Jul-11	<i>AA only</i>
18-Jul-11	12-Aug-11	<i>AA only</i>
25-Jul-11	12-Aug-11	<i>AA only</i>
01-Aug-11	26-Aug-11	<i>AA only</i>
08-Aug-11	26-Aug-11	<i>AA only</i>
15-Aug-11	09-Sep-11	<i>all Learning Centres</i>
22-Aug-11	09-Sep-11	<i>all Learning Centres</i>
29-Aug-11	23-Sep-11	<i>all Learning Centres</i>
05-Sep-11	23-Sep-11	<i>all Learning Centres</i>
12-Sep-11	07-Oct-11	<i>all Learning Centres</i>
19-Sep-11	07-Oct-11	<i>all Learning Centres</i>
26-Sep-11	21-Oct-11	<i>all Learning Centres</i>
03-Oct-11	21-Oct-11	<i>all Learning Centres</i>
10-Oct-11	04-Nov-11	<i>Holiday weeks- schools</i>
17-Oct-11	04-Nov-11	<i>Holiday weeks- schools</i>
24-Oct-11	18-Nov-11	<i>all Learning Centres</i>
31-Oct-11	18-Nov-11	<i>all Learning Centres</i>
07-Nov-11	02-Dec-11	<i>all Learning Centres</i>
14-Nov-11	02-Dec-11	<i>all Learning Centres</i>
21-Nov-11	16-Dec-11	<i>all Learning Centres</i>
28-Nov-11	16-Dec-11	<i>all Learning Centres</i>
05-Dec-11	06-Jan-12	<i>all Learning Centres</i>
12-Dec-11	06-Jan-12	<i>all Learning Centres</i>
19-Dec-11	27-Jan-12	<i>all Learning Centres</i>
26-Dec-11	20-Jan-12	<i>Holiday weeks- schools</i>
02-Jan-12	20-Jan-12	<i>Holiday weeks- schools</i>
09-Jan-12	27-Jan-12	<i>all Learning Centres</i>
16-Jan-12	10-Feb-12	<i>all Learning Centres</i>
23-Jan-12	10-Feb-12	<i>all Learning Centres</i>
30-Jan-12	24-Feb-12	<i>all Learning Centres</i>
06-Feb-12	24-Feb-12	<i>all Learning Centres</i>
13-Feb-12	09-Mar-12	<i>all Learning Centres</i>
20-Feb-12	09-Mar-12	<i>all Learning Centres</i>
27-Feb-12	23-Mar-12	<i>all Learning Centres</i>
05-Mar-12	23-Mar-12	<i>all Learning Centres</i>
12-Mar-12	06-Apr-12	<i>all Learning Centres</i>
19-Mar-12	06-Apr-12	<i>all Learning Centres</i>
26-Mar-12	04-May-12	<i>all Learning Centres</i>
02-Apr-12	27-Apr-12	<i>Holiday weeks- schools</i>
09-Apr-12	27-Apr-12	<i>Holiday weeks- schools</i>
16-Apr-12	04-May-12	<i>all Learning Centres</i>
23-Apr-12	18-May-12	<i>all Learning Centres</i>
30-Apr-12	18-May-12	<i>all Learning Centres</i>
07-May-12	01-Jun-12	<i>all Learning Centres</i>
14-May-12	01-Jun-12	<i>all Learning Centres</i>
21-May-12	15-Jun-12	<i>all Learning Centres</i>
28-May-12	15-Jun-12	<i>all Learning Centres</i>
04-Jun-12	29-Jun-12	<i>all Learning Centres</i>
11-Jun-12	29-Jun-12	<i>all Learning Centres</i>
18-Jun-12	13-Jul-12	<i>all Learning Centres</i>
25-Jun-12	13-Jul-12	<i>all Learning Centres</i>

**APPENDIX 1B: EDUCATION MAINTENANCE ALLOWANCES - PAYMENT TIMETABLE FOR 2011-12**

Week Beginning		Number of Payment Weeks	CUT OFF DATE FOR AUTHORISATIONS (Pay or Don't Pay decisions) BY LEARNING CENTRES		Payment Dates FRIDAY:-	Comments
1st Week	2nd Week		Wednesday/THURSDAY:			
Start of EMA 2011-12						
04-Jul-11	11-Jul-11	2	21-Jul-11	29-Jul-11	AA only	
18-Jul-11	25-Jul-11	2	04-Aug-11	12-Aug-11	AA only	
01-Aug-11	08-Aug-11	2	18-Aug-11	26-Aug-11	AA only	
Start of School Academic year 2011-12						
15-Aug-11	22-Aug-11	2	01-Sep-11	09-Sep-11	all Learning Centres	
29-Aug-11	05-Sep-11	2	15-Sep-11	23-Sep-11	all Learning Centres	
12-Sep-11	19-Sep-11	2	29-Sep-11	07-Oct-11	all Learning Centres	
26-Sep-11	03-Oct-11	2	13-Oct-11	21-Oct-11	all Learning Centres	
10-Oct-11	17-Oct-11	2	27-Oct-11	04-Nov-11	Holiday weeks- schools	
24-Oct-11	31-Oct-11	2	10-Nov-11	18-Nov-11	all Learning Centres	
07-Nov-11	14-Nov-11	2	24-Nov-11	02-Dec-11	all Learning Centres	
21-Nov-11	28-Nov-11	2	08-Dec-11	16-Dec-11	all Learning Centres	
05-Dec-11	12-Dec-11	2	<b>21-Dec-11 Wednesday</b>	<b>06-Jan-12</b>	all Learning Centres	
26-Dec-11	02-Jan-12	2	12-Jan-12	20-Jan-12	Holiday weeks- schools	
19-Dec-11	09-Jan-12	2	19-Jan-12	27-Jan-12	all Learning Centres	
16-Jan-12	23-Jan-12	2	02-Feb-12	10-Feb-12	all Learning Centres	
30-Jan-12	06-Feb-12	2	16-Feb-12	24-Feb-12	all Learning Centres	
13-Feb-12	20-Feb-12	2	01-Mar-12	09-Mar-12	all Learning Centres	
27-Feb-12	05-Mar-12	2	15-Mar-12	23-Mar-12	all Learning Centres	
12-Mar-12	19-Mar-12	2	29-Mar-12	06-Apr-12	all Learning Centres	
02-Apr-12	09-Apr-12	2	19-Apr-12	27-Apr-12	Holiday weeks- schools	
26-Mar-12	16-Apr-12	2	26-Apr-12	04-May-12	all Learning Centres	
23-Apr-12	30-Apr-12	2	10-May-12	18-May-12	all Learning Centres	
07-May-12	14-May-12	2	24-May-12	01-Jun-12	all Learning Centres	
21-May-12	28-May-12	2	07-Jun-12	15-Jun-12	all Learning Centres	
04-Jun-12	11-Jun-12	2	21-Jun-12	29-Jun-12	all Learning Centres	
18-Jun-12	25-Jun-12	2	<b>27/06/2012 Wednesday</b>	<b>13-Jul-12</b>		
Start of EMA Year 2012-13						
02-Jul-12	09-Jul-12	2	19-Jul-12	27-Jul-12	AA only	
16-Jul-12	23-Jul-12	2	02-Aug-12	10-Aug-12	AA only	
30-Jul-12	06-Aug-12	2	16-Aug-12	24-Aug-12	AA only	
Start of School Academic year 2012-13						
13-Aug-12	20-Aug-12	2	30-Aug-12	07-Sep-12	all Learning Centres	

**APPENDIX 2: Term & Block Dates 2011/12**

<b>SCHOOLS</b>		
<b>TERM</b>	<b>From</b>	<b>To</b>
<b>Term 1</b>	<b>15.08.11</b>	<b>07.10.11</b>
October Break		
<b>Term 2</b>	<b>24.10.11</b>	<b>22.12.11</b>
Christmas & New Year Break		
<b>Term 3</b>	<b>09.01.12</b>	<b>30.03.12</b>
Easter Break		
<b>Term 4</b>	<b>17.04.12</b>	<b>29.06.12</b>
Summer Break		
<b>AA, HOME TAUGHT, THIRD SECTOR</b>		
<b>BLOCK</b>	<b>From</b>	<b>To</b>
<b>Block 1</b>	<b>04.07.11</b>	<b>12.08.11</b>
<b>Block 2</b>	<b>15.08.11</b>	<b>21.10.11</b>
<b>Block 3</b>	<b>24.10.11</b>	<b>29.12.11</b>
<b>Block 4</b>	<b>02.01.12</b>	<b>30.03.12</b>
<b>Block 5</b>	<b>17.04.12</b>	<b>29.06.12</b>

## **APPENDIX 3:**



## **Education Maintenance Allowance**

### **Payment Appeals procedure**

If your weekly EMA payment is not paid because you are deemed to have failed to comply with the terms and conditions of the scheme, you have the right to appeal the decision.

1. You must discuss any concerns or issues with your Learning Centre (example guidance teacher, personal advisor) **in the first instance**.
2. If payments are withheld students must be notified to the reasons why in writing (copy of this should be kept on file) or record of meeting held.
3. Once notification of the above has been received if the student wishes to appeal the decision made by the Learning Centre they must submit in writing outlining their reasons for appealing the decision. This must be submitted within 14 days to the Learning Centre.
4. Once the appeal has been heard and decision made then the student should then be notified in writing of the decision.
5. If the appeal cannot be resolved within the Learning Centre to the student's satisfaction then they should write to their local Area Education, Culture & Sport Office for the attention of the Area Education, Culture & Sport Manager within 28 days of payments being suspended. They should then give the reasons for appealing the decision.
6. The Area Education, Culture & Sport Manager will consider appeals within 14 days of the receipt of the appeal letter and will notify the applicant, the school and the EMA Unit of the final decision of the Area Education, Culture & Sport Manager.
7. If your appeal is successful you will receive a backdated payment. The decision of the Area Education, Culture & Sport Manager is final.

### **The Highland Council, Area Education, Culture & Sport Office Addresses:-**

#### **Inverness, Nairn, Badenoch and Strathspey**

Area Education, Culture & Sport Office  
13 Ardross Street  
Inverness  
IV3 5NS

#### **Ross, Skye and Lochaber**

Area Education, Culture & Sport Office  
The Education Centre  
Castle Street  
Dingwall  
IV15 9HU

#### **Caithness, Sutherland and Easter Ross**

Area Education, Culture & Sport Office  
Drummuie  
Golspie  
KW10 6TA