



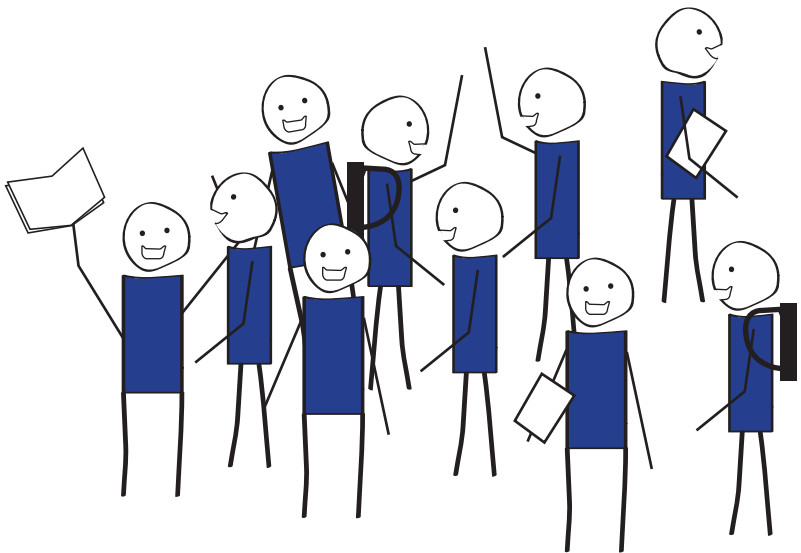
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The little book of EMA

**All you need to know for academic
year 2011/12**



www.emani.gov.uk

what is EMA?

Education and Maintenance Allowance (EMA) is a fortnightly payment for eligible 16-19 year old's to help with the costs of further education.

who is this little book for?

For students

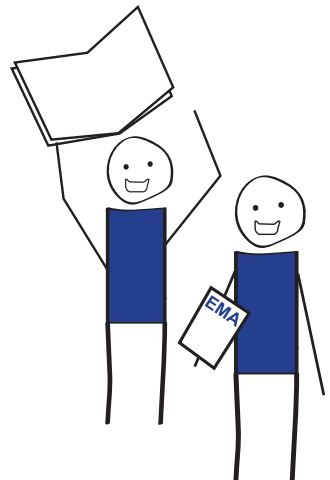
- aged 16-19 years old; and
- staying on at school or college from September 2011 in Northern Ireland

For parents

- we've included a section to help answer questions you may have about EMA.

What if....

i'm already getting EMA?
Don't worry we will contact you.



can I apply?

You could get EMA if:

- **you are aged between 16 – 19 on 1 July 2011**
- **you meet our nationality and residency rules**
If you are a UK citizen who normally lives in the UK you should be eligible for EMA.
- **you attend an approved school or college in Northern Ireland**
This must be full-time at school or a minimum of 15 hours per week at college, and studying an eligible course.
- **your household income was £33,950 or less in tax year 2010-11**
Your parent(s)/guardian(s) will need to give details of their income for this period and send in evidence.

You cannot get EMA if you have been approved to receive an FE award from the Department of Agriculture and Rural Development (DARD).

What if....

i have received EMA before?

You can receive up to a maximum of 117 EMA payments over the total length of your course.

What if....

i'm not a UK citizen?

You may still be able to get EMA. You can find out if you meet our nationality and residency rules by checking the guidance notes that accompany the application form.

What if....

i'm not financially dependent on my parents/guardians?

We'll need details of **your** income, and the income of your partner (if applicable).

how much can I get?

You could get up to £30 a week. How much you get is based on your household income. We will ask for evidence of this income when you fill out the form.

Annual household income	Weekly EMA entitlement
Up to £22,930	£30
£22,931 - £28,125	£20
£28,126 - £33,950	£10
£33,951 and above	£0

As well as your weekly EMA entitlement, you may also get bonus payments of £100.

how can I apply?

Applying for EMA is quick and easy. Just complete and return an EMA application form.

You can get an application form from:

- your school or college
- your Education and Library Board
- www.emani.gov.uk
- your local Job Centre
- your Careers Service Northern Ireland

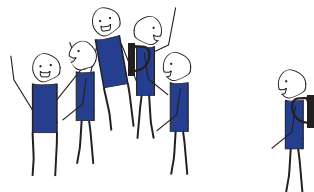
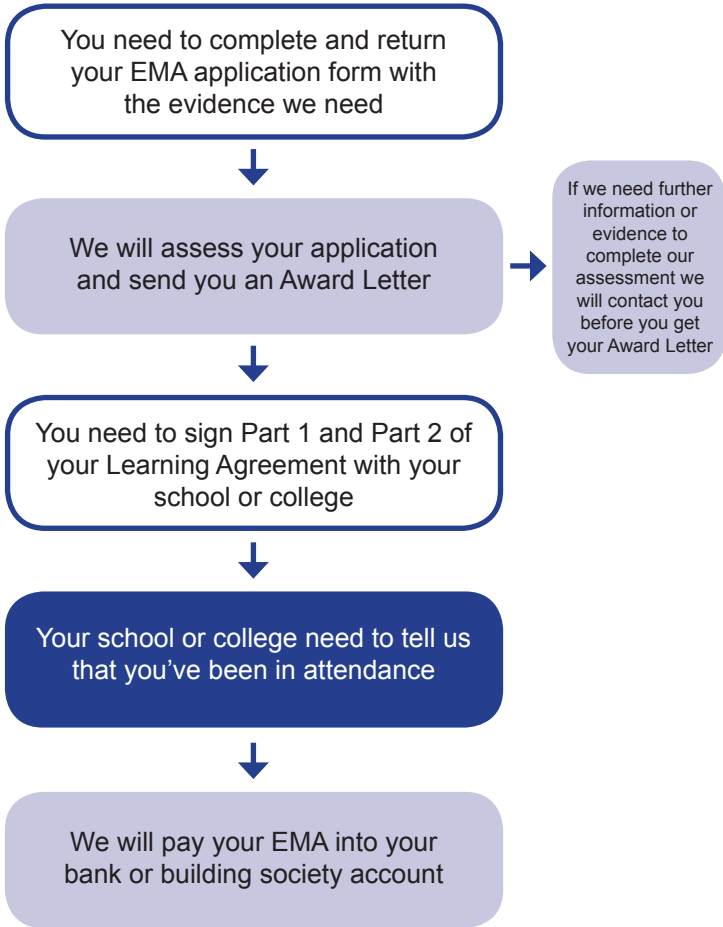
You can order forms and guides in Braille, large print or audio by emailing us your name and address along with your message about what format you require to brailleandlargefonts@slc.co.uk

Please note, the above email address can only deal with requests for alternative formats of forms and guides.

key dates

- **June 2011** - To make sure your EMA application is assessed and ready for the start of term send your completed form back to us, with all the appropriate original evidence, by June 2011.
- **30th September 2011** - To be eligible for backdated payments you must apply before this date.
- **31st March 2012** - We must receive your application before this date for you to be eligible for EMA in academic year 11/12.
- **31st August 2012** - This is the final date that we can accept any information and evidence, to be eligible for EMA in academic year 2011/12.

what happens next?



what's a Learning Agreement?

This is an agreement between you and your school or college. Once you have been approved to receive EMA you will have to go to your school or college to sign the two parts of your Learning Agreement.

Learning Agreement Part 1

This part of the Learning Agreement sets out the responsibilities for yourself and your school or college in respect of acceptable attendance on your course. You will commit to attending the timetable defined by your school or college and your school or college will confirm to us that you are in attendance.

Learning Agreement Part 2

This part of the Learning Agreement sets out the learning objectives and goals that you must achieve to be eligible for bonus payments.

when will I get paid?

We will pay you every 2 weeks on a Monday. For example, if you are awarded £30 and your school or college confirms your attendance, we will pay you £60 every 2 weeks. If the Monday is a bank holiday we will pay on the next working day.

You will not receive EMA payments during term holidays as EMA is not paid when your school or college is closed.

Bonus payments are normally made in January and June. A further bonus payment may be paid to returning EMA students.

Before we can make payments:

- you must agree and sign both parts of your Learning Agreement with your school or college; and
- your school or college must tell us you have been in attendance.

If your school confirms to us that you've been in attendance then we may text you to let you know about your EMA payment.

SMS

All EMA payments will be paid directly into a bank or building society account in your name. If you haven't already got an account set up, you should do so while you apply for EMA.

Remember! We can't pay you until you have signed your Learning Agreement and your college has confirmed that you are in attendance!

What if...i want to change my bank or building society details?

You can update your details by calling us on 0845 601 7646.

information for parents

To work out if your son or daughter is entitled to EMA we need to know your household income for tax year 2010-11. We've put together some questions and answers about providing your income details.

What does my son/daughter need to do?

They need to:

- Send back the completed form attaching all evidence needed
- Wait for an award letter to be received through the post
- Sign their Learning Agreement with their school or college
- Follow the school or college's attendance rules
- Check their bank or building society account for EMA payments being made

Whose income is taken into account?

We take into account the income of the following people the student normally lives with:

- parent(s)
- step-parent(s)
- guardian(s)
- mother's partner or father's partner

We don't take into account the income of adult brothers or sisters or of parents, step-parents or guardians who don't normally live with the student.

What if my income has dropped since tax year 2010-11?

You should complete the application form with your current income details as they are now. However you will need to attach your financial year 2010-11 evidence and up to date evidence of your current financial situation and how this has changed.

What if I don't have any financial evidence for tax year 2010-11?

In cases of self employment, we understand that a confirmed Self Assessment may not be available until later on, in this case we will accept Self Assessment SA032 form from tax year 2009-10 or a letter from an accountant.

If my son/daughter gets EMA will it affect my benefits?

EMA will not affect any benefits currently paid to your household.

Can my son/daughter's EMA payments be paid to me?

EMA is awarded to the student so payments must be made into the student's bank or building society account. In some exceptional circumstances we would pay EMA into your bank account, and you should contact us to discuss this.

how can I contact you?

If you need further help:

- go to **www.emani.gov.uk**; or
- email **ema_ni@slc.co.uk**; or
- call us on **0845 601 7646**

