

**EMA –**

**FREQUENTLY**

**ASKED**

**QUESTIONS**



## **WHAT ARE THE DEADLINE DATES FOR THIS 2017-18 SESSION?**

Birthdays between 1st March 1998 and 30th September 2001 are eligible for payment from the start of August term. For school pupils, applications received before 30th September 2017 will be paid from the start of term. Those received after this date will be paid from date of receipt.

Birthdays between 1 October 2001 and 28 February 2002 are eligible for payment from the start of the January term but are welcome to apply before this date. For school pupils, applications received before 28 February 2018 will be paid from the start of that term. Those received after this date will be paid from the date of receipt.

**No applications will be considered if received after 31 March 2018.**

## **WHAT HAPPENS IF AN APPLICATION IS INCOMPLETE?**

All incomplete or unsupported applications will be date stamped received and the applicant will be contacted either via email or letter with a request for information required. An incomplete application cannot be awarded – therefore until complete, no funds can be released.

## **WHAT IF I AM UNABLE TO PROVIDE ALL THE INFORMATION REQUIRED?**

If a deadline is approaching, please submit your application even if incomplete. Your application will be accepted and we will contact you requesting further information. Alternatively, depending on the circumstances, a provisional award may be made if you or your parents/carers have been temporarily unable to supply details on which a final assessment can be made. This is dependant on the type of outstanding information and the reason for it being unavailable. Provisional awards are not available throughout the full EMA session. Acceptance of a provisional award is on the clear understanding that entitlement remains to be finalised. Finalisation of an award may result in any overpayment being reclaimed by the authority. Delay to the submission of this information will result in the award being suspended and/or cancelled in full.

## **CAN APPLICATIONS BE MADE FROM MORE THAN ONE CHILD IN THE FAMILY?**

Yes, if they qualify under the eligibility criteria. If you have more than one child in full-time education a higher income threshold may apply – please check the income threshold document for details.

## **HOW IS EMA PAID?**

Payments are made direct into a bank account in the student's name. If you don't have a bank account you will need to open one which accepts direct BACS payments. Dundee City Council cannot pay to accounts which need a roll or reference number. Please check with your bank or building society if you're unsure.

## **I ATTEND SCHOOL - WILL I BE PAID FOR SCHOOL HOLIDAYS?**

No, you will only be paid for weeks in attendance at school. In-service is not considered as a holiday for EMA purposes and payment can be still made for any such days, providing 100% attendance is met for the rest of that week.

## **I AM APPLYING UNDER AN ACTIVITY AGREEMENT (COMMUNITY/VOLUNTARY ACTIVITY AGREEMENT SCHEME) – WHEN AM I PAID?**

Confirmation of eligible payment dates will be provided to you once your entitlement is confirmed.

## **DOES MY PERFORMANCE AFFECT THE EMA?**

Yes, payment can be withheld without warning. If your attendance falls below 100% in any week, no payment will be made for that week unless all absences have been covered by a medical certificate or has been approved. Lateness will result in payment being withheld if late more than 2 times in any week. (see pupil handbook). Also poor progress and conduct - ie if conditions in the Learning Agreement are not met – including late submission of home or course work.

## **WHAT IF MY CIRCUMSTANCES OR PERSONAL DETAILS CHANGE?**

An award may be re-assessed if your circumstances change. Please contact us for further information. If you change address or bank account you must inform us in writing immediately, ideally by email to [ema@dundeecity.gov.uk](mailto:ema@dundeecity.gov.uk). Failure to do so could result in a delayed or missing payment.

## **WHAT PERIOD DOES THE APPLICATION COVER?**

For school pupils, the 17-18 EMA session ends in June 2018 and a new application will be needed should you return to school for a further year. Young people applying under the Activity Agreement scheme will be subject to review once the new EMA session has opened, normally in June each year. Re-assessment of income details will be made at that time.

## **LEAVING SCHOOL?**

You will no longer receive weekly EMA payments from the date of your last full week of attendance. Your school should inform us of your leaving date and your record will be cancelled. S6 pupils are entitled to receive payment until the end of the exam period. Thereafter you have no timetabled classes and are therefore no longer eligible for payment.

## **MOVING TO FURTHER EDUCATION IN COLLEGE?**

You may still be eligible to receive EMA but should not apply to Dundee City Council. . Please contact the College direct for further information about EMA or other student financial support.

## **MOVING ONTO HIGHER EDUCATION?**

Other forms of financial support may be available for Higher Education at University or College. Further information is available from the Student Awards Agency for Scotland if your usual home address is in Scotland. Student Finance Direct may also be of interest if you intend to study or have your usual home address in England.

## **MOVING ONTO AN ACTIVITY AGREEMENT / COMMUNITY OR VOLUNTARY LEARNING PROGRAMME?**

You may be eligible to re-apply for EMA from Discovery Opportunities – Dundee City Council. Please check with your Learning Centre Advisor.