

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).

PAYMENTS

SCHOOL APPLICANTS

If your Learning Centre is a school, you must make sure you have completed a Learning Agreement with your school before any payments will be made to you. This is your responsibility.

ACTIVITY AGREEMENT

If you are on an Activity Agreement, you do not need to complete a Learning Agreement but must have an Activity Agreement in place.

1st PAYMENT

Your first EMA payment will be authorised by your Learning Centre and will be tied to the cut-off dates for authorising that are shown on the payment schedule in this document. Learning Centres authorise payments approx. 8 days before a payment date. If you are due any backdated money, this will normally be paid on the first date you are paid.

Terms and Conditions

1. You must adhere to the terms of the Learning Agreement (attendance, attainment, behaviour and attitude) or EMA payments will be stopped immediately.
2. You must attend your Learning Centre as per the Learning/Activity Agreement – e.g. for those at school this will normally be for a minimum of 21 hours of guided learning per week.
3. 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.
4. Students must inform their **Learning Centre** of any changes of address, contact details or changes in circumstances **within 5 working days of the alteration**. Changes to your **Bank Account** details must be given directly to the **EMA Unit** in **writing 7 working days prior to the payment date**.
5. 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.
6. **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.
7. Your award will be paid to you **fortnightly in arrears** and will be **paid directly into your bank account**. Payment will not be made to you for holiday weeks.
8. **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.

9. 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.
10. Relevant documentation to support the **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)
11. 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.
12. 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.
13. 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.
14. 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.
15. 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).
16. 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 unauthorised absence or self-certified absence over 5 school days in that term will trigger non-payment and payments will be jeopardised.
17. S6 students leaving school at the end of the academic year (exam period) will only be paid until the end of the SQA exam period (usually mid June) as they are not eligible to remain in school.
18. Any overpayment of EMA award will be recovered either from weekly payments until all monies owing are paid in full or an invoice will be issued.
19. **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 1) If payments have not been paid **please contact your Learning Centre**.
20. For security reasons, successful applicants who call to make any enquiries must provide their date of birth, name of Learning Centre they attend. Sometimes additional questions might be required such as SCN number or bank account details before information can be provided.
21. 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)**

Activity Agreement Participants

(Activity Agreement participants should always check terms 4, 5, 8, 9, 10, 11, 15, 19 and 21 above with their personal advisor or the Activity Agreement Coordinator)

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 EMA Unit on (01349) 886659.

APPENDIX 1: EDUCATION MAINTENANCE ALLOWANCES - PAYMENT TIMETABLE FOR 2015-16

Week Ending		LAST DATE LEARNING CENTRE TO PROCESS AUTHORISATIONS (Thurs)	Process Date for EMA Unit (Monday)	Payment Dates FRIDAY:-	
10-Jul-15	17-Jul-15	23-Jul-15	27-Jul-15	31-Jul-15	See Note 1
24-Jul-15	31-Jul-15	06-Aug-15	10-Aug-15	14-Aug-15	See Note 1
07-Aug-15	14-Aug-15	20-Aug-15	24-Aug-15	28-Aug-15	See Note 1
21-Aug-15	28-Aug-15	03-Sep-15	07-Sep-15	11-Sep-15	
04-Sep-15	11-Sep-15	17-Sep-15	21-Sep-15	25-Sep-15	
18-Sep-15	25-Sep-15	01-Oct-15	05-Oct-15	09-Oct-15	
02-Oct-15	09-Oct-15	15-Oct-15	19-Oct-15	23-Oct-15	See Note 2
16-Oct-15	23-Oct-15	29-Oct-15	02-Nov-15	06-Nov-15	
30-Oct-15	06-Nov-15	12-Nov-15	16-Nov-15	20-Nov-15	
13-Nov-15	20-Nov-15	26-Nov-15	30-Nov-15	04-Dec-15	
27-Nov-15	04-Dec-15	10-Dec-15	14-Dec-15	18-Dec-15	
11-Dec-15	18-Dec-15	24-Dec-15	04-Jan-16	08-Jan-16	See Note 2
25-Dec-15	01-Jan-16	07-Jan-16	11-Jan-16	15-Jan-16	See Note 1
08-Jan-16	15-Jan-16	21-Jan-16	25-Jan-16	29-Jan-16	See Note 1 (w/e 8/1/16)
22-Jan-16	29-Jan-16	04-Feb-16	08-Feb-16	12-Feb-16	
05-Feb-16	12-Feb-16	18-Feb-16	22-Feb-16	26-Feb-16	
19-Feb-16	26-Feb-16	03-Mar-16	07-Mar-16	11-Mar-16	
04-Mar-16	11-Mar-16	17-Mar-16	21-Mar-16	29-Mar-16	See Note 3
18-Mar-16	25-Mar-16	31-Mar-16	04-Apr-16	08-Apr-16	See Note 2
01-Apr-16	08-Apr-16	14-Apr-16	18-Apr-16	22-Apr-16	See Note 1
15-Apr-16	22-Apr-16	28-Apr-16	03-May-16	06-May-16	
29-Apr-16	06-May-16	12-May-16	16-May-16	20-May-16	
13-May-16	20-May-16	26-May-16	30-May-16	03-Jun-16	
27-May-16	03-Jun-16	09-Jun-16	13-Jun-16	17-Jun-16	
10-Jun-16	17-Jun-16	23-Jun-16	27-Jun-16	01-Jul-16	
24-Jun-16	01-Jul-16	07-Jul-16	11-Jul-16	15-Jul-16	See Note 3

Minimum of 21 hours guided learning per week. No payments made to school students for holiday weeks

Note 1 - Activity Agreement Project Students only

Note 2 - School Student payments may be delayed (school holidays)

Note 3 – Bank Holiday 25/3/16 - pay date Tuesday 29/3/16

Note 4 - School session finishes 1st July 2016

APPENDIX 2: Term & Block Dates 2015/16

SCHOOLS, HOME TAUGHT & THIRD SECTOR		
TERM	From	To
Term 1	18/8/15	09/10/15
October Break		
Term 2	26/10/15	22/12/15
Christmas & New Year Break		
Term 3	7/1/16	24/3/16
Easter Break		
Term 4	11/4/16	1/7/16
Summer Break		
AA Students		
BLOCK	From	To
Block 1	3/7/15	14/8/15
Block 2	17/8/15	23/10/15
Block 3	26/10/15	22/12/15
Block 4	4/1/16	25/3/16
Block 5	28/3/16	01/07/16

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 Manager within 28 days of payments being suspended. They should then give the reasons for appealing the decision.
6. The Area Education 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 Manager.
7. If your appeal is successful you will receive a backdated payment. The decision of the Area Education Manager is final.

The Highland Council, Area Education Office Addresses:-

Mid Area Education Office

Oifis Foghlaim Sgìre a' Mheadhain
Castle Street
Dingwall
IV15 9HU
Tel: 01349 63441 Fax: 01349 863994

North Area Education Office

Oifis Foghlaim Sgìre a' Chinn a Tuath
Drummuie
Golspie
Sutherland
KW10 6TA
Tel: 01408 635347 Fax: 01408 63404

South Area Education Office

Oifis Foghlaim Sgìre a' Chinn a Deas
Glenurquhart Road
Inverness
IV3 5NX
Tel: 01463 702811 Fax: 01463 711177

West Area Education Office

Oifis Foghlaim Sgìre an Iar
Fingal Centre
Viewfield Road
Portree
Isle of Skye
IV51 9ET
Tel: 01478 61369 Fax: 01478 613698

Please make a note of the following.

- Payment appeals for any week beginning **6/6/16-13/6/16** should be submitted for appeal by **20/6/16**. If an appeal is submitted after this date the appeal will be refused automatically.
- Payment appeals for week beginning **20/6/16 & 27/6/16** must be submitted for appeal and dealt with at the next academic year of 2016-17 "August 2016". If an appeal is submitted after August 2016 the appeal will be refused automatically.