



**Guidance for completing the EMA Application Form
Academic Year 2014/15**

Please read carefully. Failure to complete form properly could result in a delay to any award being made.

Section 1 (A): STUDENT PERSONAL DETAILS

- Please provide your original birth certificate – unfortunately we are unable to accept medical cards, baptism certificates or photocopies. If no birth certificate is available other forms of documentation may be required, i.e. passport.
- Original documents will be returned as soon as possible.

Section 1 (B): PERSONAL NATIONALITY AND RESIDENCY DETAILS

- To be eligible for an EMA, students must meet the nationality and residency requirements of the programme. In all cases students should provide evidence depending on the circumstances.
- More information about nationality and residency can be found in the EMA Guidance Document at www.emascotland.com
- If you have not been resident in the UK for 3 years you must provide evidence of your residency status. If you have not been ordinarily resident in the UK for 3 years, you may still be considered for an EMA.

Section 2: COURSE/ SCHOOL DETAILS

- The school details relate to the school at which you intend to study from the start of the next school year, during the period which you would receive any EMA payment(s) if eligible.
- If you intend to study between two schools or school and college over the same period, enter details of the place at which you will spend the most time.
- To be eligible for an EMA you must be attending school/establishment for a minimum of 21 guided learning hours (time tabled hours including study periods and registration) for S6 pupils and with S4/5 pupils fulfilling a full time table including registration

Section 3: BANK/ BUILDING SOCIETY ACCOUNT

- The name of the person holding the account must be the EMA student only, except where the applicant has additional needs which makes this impractical.
- To receive an EMA payment you must hold a bank/building society account which accepts payments by Bank Automated Credit System (BACS) Transfer. If unsure, please check with your bank/building society.
- Payments will normally be paid directly into your bank/building society account on a fortnightly cycle in arrears.

- Sort code – this is a 6 digit number.
- Account number – this is an 8 digit number.
- Please do not use the 16 digit number which appears across the card.

Section 4: INDEPENDENT STATUS

- If you receive income support in your own right, please provide your most recent Income Support Award Letter or a Tax Credit Award Notice (TCAN) TC602.
- If you are living under the care of the Local Authority, please include a letter from the Local Authority confirming your address and circumstances. This should be signed by an official from the Local Authority and include an official stamp.

Section 5: FAMILY DETAILS

- Please tick the appropriate box which refers to your household.
- If you have ticked the box which states that you live on your own, you do not need to fill in address details of parent(s)/carer(s) (section 5).
- Enter correct address details in boxes provided if you have ticked that you do not live with a parent/carers.
- The term ‘parent’ as it appears can refer to your father, mother, carer, step-parent or parent’s partner who lives in your home.
- The term ‘partner’ as it appears can refer to your spouse, civil partner or live-in partner.
- Please include proof of guardianship, e.g. Child Benefit Award Letter, if living with someone other than your mother or father.
- Please include proof of Lone Parent status, e.g. current council tax notice.
- Please include any children in the household.
- Acceptable documents include:
 - TCAN
 - Child benefit Award Letter
 - SAAS or college letter of award
 - School/college or university letter confirming enrolment of other dependent child/ren.

Section 6 (A): HOUSEHOLD INCOME

- If a student is independent (receiving Income Support in their own right) or in the care of the Local Authority, Section 6 should not be completed.
- If your household has a Tax Credit Award Notice (TCAN) TC 602 from HM Revenue & Customs (HMRC) for 2014/15, based on your household income for 2013/14, you do not need to complete Section 6(B) of the application form. Your TCAN must be submitted along with your application.

Please note that TCAN must be for 2014/15 and show actual income figures. Estimated income figures are not acceptable.

Section 6 (B): HOUSEHOLD INCOME

- This section must be completed where a TCAN for tax year 2014/15 is not available.

Social Security Benefits

- Enter details of all Social Security Benefits received.
- Enter the gross amount you receive for each benefit.

Earnings from employment

- Enter your gross annual salary before any deductions are made for tax, national insurance contributions, etc.
- Tick the appropriate box(es) if you receive benefits from your employer.
- Indicate whether you are self-employed.

Other Income

- Enter details of any other income received.
- Types of income we need to know about are:
 - UK Pensions
 - Income from savings and investments such as interest on savings which are not tax-free.
 - Property Income e.g. rental income
 - Income from a trust, settlement or deceased person's estate.
 - Foreign income e.g. non UK pensions, income from overseas investments, etc.

Please refer to the checklist on page 10 of the application form for acceptable evidence. We may contact you for further information.