

Dear User

2009/10 EMA APPLICATION PACKS

Please share the contents of this email with your EMA Co-ordinators and all other staff responsible for administering EMA within your school or college.

We wrote to you on 24 August 2009 about ordering EMA application packs. This further email is to remind you that the EMA Guarantee means that the majority of learning providers need to order **fewer** 2009/10 EMA application packs. The cost of printing and distributing EMA application packs for the 2009/10 year stands at approximately £1,261,480. This is of course publicly funded, so it is important that packs are not wasted.

A number of providers and partners have ordered large stocks of 2009/10 EMA application packs already and it is likely they will have spare packs to share with other providers – **please speak to your local contacts before ordering more from LSC Publications as they may have packs available for you.**

Below is a reminder of the EMA Guarantee:

Learners returning for the 2009/10 EMA year who successfully applied for EMA during the 2008/09 academic year do **not** need to re-apply. The EMA Guarantee means that they will be eligible for support at the same level until the end of the academic year in which they turn 19.

The majority of these learners will already have received a continuing entitlement letter and an EMA Agreement. **As a learning provider, you will use this continuing entitlement letter in exactly the same way as the EMA Notice of Entitlement; by adding the learner to the payment system using the Learner Support Reference Number.** An example of the continuing entitlement letter can be found at <http://ema.lsc.gov.uk/ema-guidance/supporting-documents-0910/>

Learners who have **not** received a letter and agreement should contact the Learner Support Helpline on **0800 121 8989**.

Learners who were enrolled on e2e programmes of study and who did not receive a full income assessment in the 2008/09 EMA year are not eligible for the EMA Guarantee and should re-apply for support in 2009/10. Please also be aware that some learners may choose to re-apply if their household income in 2008-09 reduced.

If you have not already ordered 2009/10 application packs, please take all of the above into consideration when deciding how many packs you require.

If you have any questions about this email, please contact the Learner Support Provider Helpline on **0845 600 7979**.

Kind regards

Learner Support Service

EMA and ALG Provider Guidance notes are available at www.lsc.gov.uk/providers/moneytolearn