

<<date>>

**EMA Agreement**  
You must take this to your Provider when you enrol on your learning programme.



EMA Agreement up to 26th August 2012

Your Learner reference number <<>>

<<learner forename>> <<learner surname>>, date of birth <<learner dob>>

This is an agreement between you and your Provider to confirm that you will attend your learning programme and meet the standards of effort and behaviour as agreed with your Provider.

**Declaration**

I understand that I have to meet the conditions laid out by the Provider in order to receive my weekly payment.

**Student Name**

Print Name:

Signed by:  Date:

**Provider (representative)**

Print Name:

Signed by:  Date:

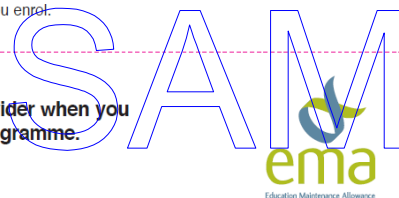
Provider Name:

**Please note:** You and your Provider should sign both copies of this Agreement during the enrolment process. You should keep this Agreement together with your Notice of Entitlement as you will need it when you enrol.

EMA Agreement Part A - Student Copy

<<date>>

**EMA Agreement**  
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EMA Agreement up to 26th August 2012

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<<learner forename>> <<learner surname>>, date of birth <<learner dob>>

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**Student Name**

Print Name:

Signed by:  Date:

**Provider (representative)**

Print Name:

Signed by:  Date:

Provider Name:

If you have any queries regarding EMA or the completion of this form please contact the Learner Support Service on 0845 600 7979.

<<BARCODED EMA REF>>

EMA Agreement Part B - Provider Copy

PROTECT - PERSONAL



<<learner forename>><<learner surname>>

<<address 1>>

<<address 2>>

<<address 3>>

<<address 4>>

<<postcode>>

<<date>>

Dear <<learner forename>>

**Notice of Entitlement for Education Maintenance Allowance (EMA) Year 2011/12**  
Your Learner Reference Number <<learner reference number>>

This letter is to confirm your eligibility for EMA payments in the next academic year, and to inform you about the new **16-19 Bursary Fund**.

In October 2010 the Government announced that the EMA scheme is to close this summer. However, there will be transitional arrangements to help those students already on the scheme and who are part-way through their studies. Because you applied for EMA in the 2009/10 academic year and received a Notice of Entitlement, you are eligible to receive a weekly payment of <<weekly payment amount>> up to 26th August 2012.

To receive these payments you should take both copies of the attached EMA Agreement to your Provider (school, academy, college or training provider) within two weeks of enrolling on your course – they will keep one copy and you should keep the other. **Your Provider cannot authorise payments to you without your EMA Agreement.**

After you have started your learning programme, your Provider will tell us each week if you qualify for a payment based on your attendance, behaviour and progress. We will then make a payment into your Bank or Building Society account as below. If any of these details are incorrect, call us on 0800 121 8989.

Sort Code: <<student account sort code>>

Account Number: <<student account number>>

Building Society Roll Number (if applicable): <<student building society roll number>>

There is an important exception to these arrangements. The Government has decided that young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance should be eligible to receive a bursary of £1,200 a year. This award is worth more than the transitional payments. If you fall into one of these groups and believe that you qualify for a £1,200 bursary, you should discuss this with your Provider. If they agree, they will pay the bursary to you directly, and will not authorise transitional payments.

If you are receiving weekly transitional payments but feel that you need more support, you can still apply for support from the new **16-19 Bursary Fund**. You will need to apply to your Provider, who will consider you for a discretionary award in addition to your transitional payments.

For more advice or information about EMA, visit our website at [www.direct.gov.uk/ema](http://www.direct.gov.uk/ema) or call us on 0800 121 8989. Please have your learner reference number ready when you call, this can be found at the top of this letter. If you need further advice or information about the 16-19 Bursary Fund, speak to student support services or your tutor, or go to [www.direct.gov.uk/16-19bursary](http://www.direct.gov.uk/16-19bursary)

Yours sincerely

Learner Support Service

Freepost RRUB-BEXE-TJLK, LEARNER SUPPORT SERVICE, DARLINGTON, DL1 4WD  
Learner Support Helpline: 0800 121 8989 [www.direct.gov.uk/ema](http://www.direct.gov.uk/ema)

PROTECT - PERSONAL

EMANE 2011/12

**This section sets out the main conditions that must be met before you can receive weekly EMA payments in 2011/12.**

#### **Valid Learning Programme**

EMA will only be paid if you:

- participate in a valid learning programme that is approved by the Young People's Learning Agency (YPLA), at a valid Provider and is of a qualification level up to and including Level 3
- meet the conditions of your learning agreement in terms of the learning goals and the standards of behaviour and patterns of attendance agreed with your Learning Provider (which will be at least 12 guided learning hours per week and usually more)
- participate in a programme that is at least 10 weeks long
- are not claiming other Government funding that prevents receipt of EMA, for example:
  - The £1,200 payment as a vulnerable young person from the new 16-19 Bursary Fund
  - Adult Learning Grant
  - Dance and Drama Awards
  - Jobseeker's Allowance
  - NHS Bursaries
- are participating in learning in England.

#### **Weekly Payments**

Your Provider has the right to stop or withhold payments if you fail to keep to the terms of your EMA Agreement. If your payments are withheld and you need an explanation, you should contact your Provider.

If you think we have made a mistake or if any of the details shown on the Notice of Entitlement (NoE) are incorrect, then you must write to us within one month of the date of the Notice of Entitlement (NoE) at the following address:

**FREEPOST RRUB-BEXE-TJLK  
Learner Support Service  
Darlington  
DL1 4WD**

**If any of your details change (name, address or Bank or Building Society account),  
call us on 0800 121 8989.**

#### **Moving to another Provider**

If you move to another Provider, call us on **0800 121 8989** for a replacement Notice of Entitlement and EMA Agreement to take to your new Provider. Please have your learner reference number ready when you call, this can be found at the top of the letter overleaf.

# EMA Agreement

EMA Agreement Part A - Student Copy

EMA NoE 2011/12

SAMPLE

# EMA Agreement

EMA Agreement Part B - Provider Copy

EMA NoE 2011/12