

Dear User

Please share the contents of this email with your EMA Co-ordinator, School Head/College Principal and/or your school/college Senior Management Team and all other users of LAPS within your school/college.

Payments across EMA Years

Payment decisions cannot cross EMA years.

For the end of the 2009/10 EMA year no flexibility will be available on late payments, and Providers must ensure that all payment decisions are up to date by 27 August 2010.

Back Dated Payments

EMA applications received by the Learner Support Service (LSS) within 28 days of the start of a learning programme will be eligible to receive back dated payments to the beginning of the learning programme.

EMA applications received in excess of 28 days from the learning programme start date will be eligible to receive back dated payments to the Monday of the week in which the LSS received the application.

It is important that Providers encourage Learners to apply early, and certainly within 28 days of the start of their course, as the rules on back dating payments will be applied rigorously in the 2010/11 EMA year.

It should be remembered that once an application has been submitted and received by LSS this counts as applying. This is the case even if the application is returned to the learner because of problems with the evidence submitted, or because of questions that have not been completed.

If you have any queries about this email please contact the Provider Helpline on **0845 600 7979**.

With kind regards

Learner Support Service

EMA and ALG guidance notes for **2009/10** are available at <http://www.ypla.gov.uk/learnersupport/> - guidance notes for **2010/11** will be available shortly