

<<date>>

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



PROTECT - PERSONAL



EMA Agreement up to 28th August 2011

Your Learner reference number <<>>

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

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

**Declaration**

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

**Learner Name**

Print Name:

Signed by:  Date:

**Learning Provider (representative)**

Print Name:

Signed by:  Date:

Learning Provider Name:

EMA Agreement Part A - Learner Copy

**Please note:** You and your Learning 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.

<<date>>

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



EMA Agreement up to 28th August 2011

Your Learner reference number <<>>

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

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**Declaration**

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

**Learner Name**

Print Name:

Signed by:  Date:

**Learning Provider (representative)**

Print Name:

Signed by:  Date:

Learning Provider Name:

EMA Agreement Part B - Learning Provider Copy

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>>

<<Student name>>

<<Address 1>>

<<Address 1>>

<<Address 1>>

<<Address 1>>

<<Postcode>>

<<Date>>

Dear <<Name>>

**Education Maintenance Allowance (EMA)**  
**Continuing Entitlement for <<EMA Year>>**  
**Learner Reference Number: <<learner reference number>>**

According to our records you received or were eligible to receive EMA in 2009/10. If you are planning to continue on, or return to, a valid learning programme for the EMA year 2010/11 then please read the information below.

We are pleased to confirm that you are eligible for EMA at the same weekly amount up to 28th August 2011; even if your household income has increased. However, if your household income has **decreased**, you may re-apply. Please show this letter to your parents or carers and, if you believe you are entitled to a higher weekly payment, you must re-apply using a 2010/11 application form. Application forms are available from Learning Providers, the Connexions Service and from the Learner Support Helpline on **0800 121 8989**, or from [www.direct.gov.uk/ema](http://www.direct.gov.uk/ema)

The EMA household income levels are shown below. These will help your parents or carers decide whether you need to re-apply or not. EMA is assessed using your household income for the previous tax year, so for EMA in 2010/11 this means the 2009/10 tax year.

Your household income (for tax year 2009-2010)	How much EMA you get
up to £20,817 per year	£30 per week
£20,818 - £25,521 per year	£20 a week
£25,522 - £30,810 per year	£10 a week

If you do not need to re-apply, you should **keep these documents safe and take both copies of the attached EMA Agreement to your chosen Learning Provider when you re-enrol for 2010/11**. Both copies must be completed and signed. Your Learning Provider will keep one copy and you must keep the other copy.

**Once you have enrolled, any payments that you are entitled to will be paid into the bank account that you provided in your details of last year.** If you want us to make payments into a different account please complete the attached form and return it to us in the pre-paid envelope provided. You can also complete this form to tell us of any changes to your address since you completed your original EMA application.

You should be aware that from 2010/11, bonus payments no longer form part of the EMA scheme.

For more advice or information about EMA please 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.

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

## NOTIFICATION OF CHANGES

### My new address is -

House No. / Flat No. / Name:

Street / Road:

Town / City:

County:

Postcode:

### My new Bank or Building Society details are -

**Note** - you must provide an account statement, letter or form from your bank or building society that shows your name, sort code, account number, roll number (if applicable) and home address.

Full Name of Account Holder:

This should be the name as it appears on your cash or debit card, or statement.

Name of Bank / Building Society:

Branch:

Sort Code:  -

Account Number:

Your account number must not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure, your bank or building society can advise you.

Roll Number:

**If you have given details of a building society account, enter the roll or reference number (if applicable).** Enter this exactly as it appears on your statement and include any hyphens (-) or slashes (/) that are shown as part of the number.

Please complete and return the pre-paid envelope provided

## This section sets out the main conditions that must be met before you can receive EMA

Your application has been previously assessed in line with the published eligibility criteria.

### Valid Learning Programme:

- EMA will only be paid if you:
- participate in a Young People's Learning Agency (YPLA) approved valid learning programme up to and including Level 3 at a valid Learning Provider
  - meet the conditions of your learning agreement in terms of the learning goals and meet 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, Adult Learning Grant, Dance and Drama Award, Jobseeker's Allowance, NHS Bursaries
  - are participating in learning in England.

**Weekly Payments:** Your Learning 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 you must contact your Learning Provider who will explain why this has happened.

### Moving to another Learning Provider

If you move to another Learning Provider, you **do not** need to re-apply; call us on **0800 121 8989** for a replacement Notice of Entitlement and EMA Agreement when taking on your new Learning Provider. Please have your learner reference number ready when you call, this can be found at the top of the letter overleaf.