

<<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>>

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>>

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 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>>

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 <<year>>

Your Learner reference number: <<learner reference number>>

We are pleased to confirm that you are eligible to receive EMA based on the information you provided in your application form for 2010/11. On the basis of our assessment, you qualify for a weekly payment of <<weekly payment amount>> up to 28th August 2011.

This letter explains more about the conditions that apply and what you need to do next. It is important that you read this letter. Attached to this letter are two copies of your EMA Agreement; you need to keep these safe so that you can take them to your Learning Provider when you enrol on your course.

Take both copies of the attached EMA Agreement to your Learning Provider; you must do this within two weeks of enrolling on your course and before the end of the EMA Year, 28/08/2011. **Your Learning Provider cannot authorise payments to you without your EMA Agreement.** Both copies must be signed. Your Learning Provider will keep one copy and you should retain the other copy, and this Notice of Entitlement (NoE), as these are important documents.

After you have started your learning programme your Learning Provider will tell us each week if you qualify for a payment based on your progress towards your agreed learning goals, behaviour and attendance. Once these have been confirmed by your Learning Provider, we will make a payment into your Bank or Building Society account. You have told us that your Bank or Building Society account details are:

Sort Code: <<student account sort code>>

Account Number: <<student account number>>

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

We will never contact you by telephone or email asking you to supply any confidential information such as your Bank or Building Society account or debit card details. For advice on managing your money search for connexions-direct.

If you named a person as 'Adult 1' on your application form, we have sent them a similar letter advising them of your EMA entitlement.

For more advice or information about EMA please visit our website at 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

PROTECT - PERSONAL

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

Your application has been assessed in line with the published eligibility criteria. That assessment shows that you are eligible to receive EMA based on the information you provided in your application form for 2010/11.

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.

If you think we have made a mistake or calculated your household income incorrectly, then you must write to us within one month of the date of this Notice of Entitlement to 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), you can call us on 0800 121 8989.

Moving to another Learning Provider

If you move to another Learning Provider, you **do not** need to reapply; call us on **0800 121 8989** for a replacement Notice of Entitlement and EMA Agreement to take to 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.

EMA Agreement
EMA Agreement Part A - Learner Copy

SAMPLE

EMA Agreement
EMA Agreement Part B - Learning Provider Copy