We welcome applications in Welsh. This won’t lead to a delay in our response.

www.studentfinancewales.co.uk/ema
How to use these notes

These notes are split into sections in the same way as the EMA application form, so you can find the information you need faster. You should keep these notes, there’s a lot of useful information in here that might come in handy throughout the year.

Where you see this icon in the application form, there’s extra information in these notes to help you.

Where you see this icon in the application form, it means that you need to send evidence. These notes will tell you exactly what we need from you. You should send photocopies of your evidence unless otherwise stated. We will return any original documents.

What is EMA?
Education Maintenance Allowance is a weekly payment of £30 to help 16, 17, and 18 year olds with the costs of further education.

Payments are made every 2 weeks as long as you continue to meet your school or college’s attendance requirements.

Getting EMA won’t affect any benefits you or your family already receive.

Who can get EMA?
You could get EMA if all the following statements apply to you:
• You usually live in Wales;
• You’re aged 16, 17 or 18;
• You’re studying full time at high school or a minimum of 12 hours at a college that is approved by the Department for Education and Skills on an eligible course. Courses include Independent Living Skills or, if studying in England, Preparation for Adulthood;
• You’re able to meet the nationality and residency requirements;
• You live in a household with an income of either:
  • £20,817 or less
  or
  • £23,077 or less and there’s more than one young person who qualifies for Child Benefit in the household.

Additional help and information
For the most up-to-date information about EMA go to: www.studentfinancewales.co.uk/ema

If you need to speak to someone about applying for EMA you can call 0300 200 4050 (Minicom 0300 100 1693).

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to: brailleandlargefonts@slc.co.uk or call 0141 243 3686.

Anything else?
If any of your circumstances change during the academic year, you need to call us on 0300 200 4050 and let us know.

Armed Forces
If you, your parent(s) or partner are serving in the armed forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted unless you are permanently living in another area of the UK.
Section 1 Agreements and consent

Information Usage Summary
Student Finance Wales is the student finance service provided by the Student Loans Company, funded by the Welsh Government. The Welsh Ministers have transferred certain functions relating to student finance applications to the Student Loans Company Limited (SLC).

The information provided on this form will be used for the processing of the Education Maintenance Allowance application by the SLC and any subsequent administration relating to the funding. Each section that asks for your personal data is explained below:

- **Section 2 Student’s details** – We will only use the information you provide in this section if we need to contact you or your nominated third party.
- **Section 3 Your payment details** – We will only use the information you provide in this section if we need to make payments to you or your nominated third party.
- **Section 4 Student’s school or college details** – We will use the information you provide in this section to work out if you are studying at a school/college that is eligible to receive EMA.
- **Section 5 Student’s nationality and residency details** – We will use the information you provide in this section to work out if you are eligible to receive EMA and to confirm your identity.
- **Section 6 Student’s residence history** – We will only use the information you provide in this section to work out if you are eligible to receive EMA based on your residence history.
- **Section 7 Student’s independence details** – We will only use the information you provide in this section to work out if you are dependent or independent. This is important because we will then be able to ask you for the specific financial information and/or evidence we need to work out if you are eligible to receive EMA.
- **Section 8 Financial details** – We will only use the information you and/or your parent(s)/partner provide in this section to work out if you are eligible for EMA based on your household income. This means sharing some of the data with HMRC.
- **Section 9 Student’s family details** – We will only use the information you and your family provide in this section to work out if you are eligible for EMA based on your household income.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our Privacy Notice available online at [www.studentfinancewales.co.uk/fe/privacy-notice](http://www.studentfinancewales.co.uk/fe/privacy-notice).

If you don’t have internet access, please call us on 0300 200 4050 and we can send a copy to you.

1.1 Authorised third party

**By authorised third party we mean someone who is authorised to act and/or receive payments on the student’s behalf. Evidence is required such as documentation from a local authority or a Power of Attorney. See 1.2 below.**

1.2 Authorised third party

**We need to see proof that you are authorised to act and/or hold funds on behalf of the student, send us:**

- documentation from a public body (for example your Local Authority) or a Power of Attorney confirming that you are authorised to act and/or accept payments on the student’s behalf

**Examples include:**

- a statement of the student’s special educational needs; or
- a letter showing you receive Disability Living Allowance (DLA); or
- a letter showing Personal Independence Payments (PIP) on behalf of the student
Section 2 Student’s details

2.2  Personal details

We need proof of your age and identity, provide one of the following:

- your valid UK passport details as requested in section 5 of the application form; or
- your original valid non-UK passport; or
- your original birth/adoption certificate; or
- your original Biometric Residence Permit

Your permit will only be used to validate your identity, no other data from it will be used or stored.

If you provide your valid UK passport details in section 5 you do not need to send us your passport.

If your UK passport has expired you must send your original UK birth or adoption certificate.

If your name has changed from the one shown on your documents, you’ll need to also send us proof of your name change, this can be either:

- your marriage certificate; or
- a deed poll

All evidence items you send must be originals.

2.4  Contact details

We need photocopied proof that you live at this address, send us:

- a gas, electricity or similar bill, dated within the last three months; or
- your council tax letter for the current year; or
- your most recent Benefits statement

The proof can be in your parent’s/guardian’s/partner’s name.
Section 5 Student’s nationality and residency details

EU and EEA nationals
An up to date list of all EU and EEA member countries is available at: www.homeoffice.gov.uk

Ordinarily resident
By ‘ordinarily resident’ we mean that you normally and lawfully live in the UK, EU/EEA or Switzerland through choice. If you have moved to the UK for education purposes, you must have been ordinarily resident in the EU/EEA or Switzerland prior to becoming ordinarily resident in the UK.

Break in residency
If you have not been ordinarily resident you may still be eligible for funding if you can show the break was temporary and you were planning on returning to the UK. If the break in residency was due to active service in the Armed Forces, you are still considered to be resident in the UK.

Examples of acceptable temporary breaks are:
- gap year
- voluntary work overseas
- parents working abroad on a temporary contract of employment

You need to send evidence which can include but is not limited to:
- a letter from your learning provider confirming your gap year
- a letter from the employer on headed paper confirming your temporary employment and the dates worked
- a letter from the Armed Forces if applicable
- temporary visas or work permits in addition to the above

You must also be resident in Wales on the first day of your course to be able to get EMA.
If you need to send us your Biometric Residence Permit as evidence for any question in this section, be assured that we will only use it to validate your identity, no other data from it will be used or stored.

5.1 UK National
If you hold a valid UK passport enter these details. This means you don't need to send your passport to us. If you don’t hold a valid UK passport, alternative evidence is required.

You need to send us:
- your original birth certificate

We are unable to accept an expired passport as proof of your identity.

5.2 EU National
You need to send us:
- your valid passport; or
- your National Identity card

All evidence items you send must be originals.
You need to send evidence to show you have been resident in the UK for the past 3 years.

Photocopied evidence can be but not limited to:
- a letter from your school or college on headed paper confirming your name, address(es) and date the letter was issued
- utility bills (these can be printed from your online account if you do not get paper bills)
- Child Tax Credits letter - if you are named on it
- bank statements (these can be printed from your online account if you do not get paper statements)
- Council Tax bills
- a letter from your local council or housing association
Section 5 Student’s nationality and residency details (continued)

5.3 ‘Settled status’ in the UK

You need to send us:
- your Biometric Residence Permit; or
- your Home Office letter and your immigration status document

All evidence items you send must be originals.

5.4 Leave to remain on the grounds of private life, outside the immigration rules, discretionary leave, or humanitarian protection

You can apply for funding as long as you or your eligible family member’s status does not expire before 1st September 2019.

If the status expires before you finish your course, we will ask for evidence of the updated status.

If any of these statuses apply to you or your eligible family member, you need to send us:
- the Biometric Residence Permit; or
- the Home Office letter and the immigration status document of the person who has been granted the leave to remain

If any of these statuses apply to your family member, you also need to send us:
- proof that your relationship to the family member existed at the time of their application to the Home Office

If you’re claiming student finance as the child or step-child of a person granted this status, you will only be considered a ‘child’ if you were under the age of 18 at the time of your parent’s or step-parent’s application to the Home Office.

If you’re claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application for asylum.

All evidence items you send must be originals.
Section 5 Student’s nationality and residency details (continued)

5.5 ‘Refugee status’ in the UK or ‘EU temporary protection status’ in the UK

You can apply for funding as long as you or your eligible family member’s status does not expire before 1st September 2019. If the status expires before you finish your course, we will ask for evidence of the updated status.

If this status applies to you or your eligible family member, you need to send us:
- the Biometric Residence Permit; or
- the Home Office letter and the immigration status document of the person who has been granted the leave to remain.

If this status applies to your family member, you also need to send us:
- proof that your relationship to the family member existed at the time of their application to the Home Office.

If you’re claiming student finance as the child or step-child of a person granted this status, you will only be considered a ‘child’ if you were under the age of 18 at the time of your parent’s or step-parent’s application to the Home Office.

If you’re claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application for asylum.

All evidence items you send must be originals.

5.6 ‘Leave to remain’ as a stateless person

You can apply for funding as long as you or your eligible family member’s status does not expire before 1st September 2019.
If the status expires before you finish your course, we will ask for evidence of the updated status.

If this status applies to you or your eligible family member you need to send us:
- the Home Office letter and Biometric Residence Permit of the person who has been granted stateless person status.

If this status applies to your family member, you also need to send us:
- proof that your relationship to the family member existed at the time of their application to the Home Office.

If you are claiming student finance as the child or step-child of a person granted stateless person status, you will only be considered a ‘child’ if you were under the age of 18 at the time of your parent’s or step-parent’s application to the UK home office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted stateless person status, you must have been their husband, wife or civil partner at the time of their application.

All evidence items you send must be originals.
Section 5 Student’s nationality and residency details (continued)

5.7 ‘Leave to remain’ under section 67 of the Immigration Act 2016

You can apply for funding as long as you or your eligible family member’s status does not expire before 1st September 2019. If the status expires before you finish your course, we will ask for evidence of the updated status.

If this status applies to you or your eligible family member, you need to send us:
• the Biometric Residence Permit; or
• the Home Office letter and the immigration status document of the person who has been granted the leave to remain

If this status applies to your family member, you also need to send us:
• proof that your relationship to the family member existed at the time of their application to the Home Office

If you’re claiming student finance as the child or step-child of a person granted this status, you will only be considered a ‘child’ if you were under the age of 18 at the time of your parent’s or step-parent’s application to the Home Office.

All evidence items you send must be originals.

5.8 Child of a Turkish national who is working or has worked in the UK

You need to send us:
• your valid passport; or
• your National Identity card

We need proof that your parent/step-parent is a Turkish national, send us:
• your parent’s valid passport; or
• their National Identity card and proof of your relationship

All of the above evidence items you send must be originals.

We also need photocopied proof that they are working/have worked in the UK, send us:
• their latest P60; or
• their latest P45; or
• a letter from their current employer on headed paper; or
• their latest audited accounts; or
• their latest tax return; or
• latest details of their income
Section 5 Student’s nationality and residency details (continued)

5.9 Child of a Swiss national

You need to send us:
• your valid passport; or
• your National Identity card

and proof of your parent’s Swiss nationality, send us:
• your Swiss national parent’s valid passport; or
• their National Identity card and proof of your relationship

All of the above evidence items you send must be originals.

We also need photocopied evidence of their UK residency, send us:
• a signed letter to confirm your Swiss national parent is living/was living in the UK on the first day of the academic year and one of the following:
  • latest bank statement; or
  • latest payslip (showing home address); or
  • tenancy agreement/mortgage statement; or
  • a utility bill (dated within last 3 months); or
  • Local Authority correspondence (on headed paper); or
  • Government Department correspondence
Section 5 Student’s nationality and residency details (continued)

5.10 EEA or Swiss national who is working/has worked or is looking for work in the UK

If you/your family member stop actively looking for work or if you/they stop working and are not actively looking for work in the UK you need to contact us on 0300 200 4050 and let us know.

If this status applies to you, you need to send us:
• your valid passport; or
• your National Identity card; or
• your Permanent Residency Card (EEA only)
Any of the above evidence items you send must be originals.

We also need photocopied proof that you’re working/looking for work, send us:
• your latest P60; or
• your latest P45; or
• a letter from your current employer on headed paper; or
• your latest audited accounts; or
• your latest tax return; or
• details of your current income; or
• recent proof that you are actively seeking employment in the UK

If this status applies to your family member, you need to send us:
• their valid passport; or
• their National Identity card and proof of your relationship
Any of the above evidence items you send must be originals.

We also need photocopied proof that they are working/looking for work, send us:
• their latest P60; or
• their latest P45; or
• a letter from their current employer on headed paper; or
• their latest audited accounts; or
• their latest tax return; or
• details of their current income; or
• recent proof that they are actively seeking employment in the UK

5.11 Ineligible based on your nationality and residency situation

You need to be able to meet the nationality and residency requirements set out by the EMA Scheme to receive EMA payments.
If you think you might still be eligible and you want to speak to someone about your specific situation you can call 0300 200 4050.
Section 7 Student’s independence details

7.2 I think I should be an independent student

If you’ve been advised to continue as a dependent student (i.e. you’re financially dependent on your parent/guardian) but still consider yourself an independent student – call us on 0300 200 4050 to discuss your situation.

7.3 Living under the care of a Local Authority or foster parent(s)

If at any point from the age of 14 to the first day of the first academic year of your course you:
• have not been under the legal care of your parents for a combined total of at least 13 weeks; or
• were under a special guardianship order, in the custody or legal care of, or have been given accommodation by a Local Authority for at least 13 weeks

If you returned to the legal care of your parents between the ages of 14 and 16 (before the start of your course), you may still be considered a care leaver.

You need to send us:
A letter from your Local Authority confirming your current address and whether you are, or have been, in care.
This letter must be on headed paper. It needs to be signed and dated by an authorised official from your Local Authority, with an official stamp.

You need to send:
- your current benefits statement for 6 April 2018 to 5 April 2019;
or
- your Tax Credit Award Notification for 6 April 2018 to 5 April 2019;
or
- your Universal Credit Award Notification for 6 April 2018 to 5 April 2019

Responsible for a child

You need to send us:
- your most recent Child Benefit statement; or
- your child’s birth certificate

Currently a young person in custody/detention within the Youth Justice System

This could be in a Young Offender Institution (YOI), Secure Training Centre (STC) and/or Secure Children’s Home (SCH).

You need to send us:
- a letter on headed paper from your key worker which must:
  • confirm your period and place of detention; and
  • confirm your nationality/residence details; and
  • confirm that you consent to your key worker to act on your behalf for the purposes of EMA; and
  • be signed and dated by both you and your key worker
Section 8 Financial details

Part A

Self assessed

If you completed an online tax return
You should refer to your saved online tax return for the income figures required in this section.

If you completed a paper tax return
There’s an online guide to help you answer the questions in this section which you can download from: [www.studentfinancewales.co.uk/ema](http://www.studentfinancewales.co.uk/ema) or if you would like a copy to be sent to you call us on 0300 200 4050.

Data sharing

We will check the financial information that you provide with HM Revenue & Customs (HMRC).
This information will be kept securely and held strictly under the provisions of the applicable data protection legislation.

If you fail to provide your National Insurance number on the application form we will ask you to provide your financial documents. If your National Insurance number is shown on any documents you send us in support of an application, we will use this information and share and check it with HMRC in order to obtain accurate financial information about you.

Part B

Financial information for tax year 2017-18

If your household income has permanently dropped since 2017-18

To be eligible to get EMA payments your total household income amount must be either:

- £20,817 or less; or
- £23,077 or less and there’s more than one young person who qualifies for Child Benefit in the household

If in tax year 2017-18 you earned over this threshold, but since, your income has permanently dropped below it you can be considered for EMA using your current household income.

We need proof of your current household income; you need to send us:

- your latest Universal Credit Award letter; or
- your latest Income Support letter; or
- your pay slips for last 3 months; or
- If self assessed - a letter from your accountant on headed paper that states your last three months income. This letter must be signed and dated.

And proof to show that your household income has permanently dropped; send us:

- your P45; or
- your redundancy letter; or
- a letter from your employer on headed paper that explains the permanent drop in income. This letter must be signed and dated.

If there are two parents/guardians in your household

If the income has dropped for one parent/guardian, the other must also provide evidence of their earnings.
Section 8 Financial details (continued)

8.3 Income from salary or wages

If as part of your salary or wages for tax year 2017-18 you received tips and other payments that did not show on your P60, you still need to include this figure when providing your total income amount earned from employment.

8.4 Income from taxable state benefits

Only include income received for the following benefits:
- Bereavement Allowance
- Carer’s Allowance
- Contribution-based Employment and Support Allowance
- Graduated retirement benefit
- Incapacity Benefit (only include the amount received after 28 weeks of incapacity)
- Industrial Death Benefit
- Jobseekers Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Widowed Parent’s Allowance

8.5 Income from savings and investments

To make this question easier to answer, we have split it up into four separate parts. You may or may not have received income from every part, just tell us about the ones you did.

Only tell us about the amount of interest/income you gained from savings and investments during tax year 2017-18, not the actual amount of savings or invested sums you had.

8.6 Total interest from UK banks, building societies and unit trusts

This is gross UK interest (before tax has been deducted)

You must include interest you receive on bank, building society and other savings accounts unless it is specifically non-taxable, for example, a non-taxable Individual Savings Account (ISA) etc.

If you did not declare any savings and investment income to HMRC, refer to your bank or building society statements for these figures.
Section 8 Financial details (continued)

- **Total income from UK life insurance gains, securities and partnerships**
  - This includes:
    - Interest from gilt edged and other UK securities – gross amount before tax
    - UK life insurance policy etc. gains on which tax was treated as paid
    - UK life insurance policy etc. gains on which no tax was treated as paid
    - UK life insurance policy etc. gains from voided ISAs
    - Your share of taxed interest etc.
    - Total untaxed savings income taxable at 20%
    - Taxed income taxable at 10%
    - Taxed income taxable at 20%

- **Total income from UK investments and dividends**
  - This includes:
    - Dividends from UK companies
    - Other dividends
    - Stock dividends
    - Non-qualifying distributions and close company loans written off or released
    - Share schemes – taxable amount

- **Total income from foreign investment and dividends**
  - This includes:
    - Foreign dividends (up to £300)
    - Interest and other income from overseas savings
    - Dividends from foreign companies
    - Dividend income received by a person overseas
Section 8 Financial details (continued)

8.6 Taxable benefits in kind

This includes:
- Assets placed at employee’s disposal (cars, property, goods or other assets)
- Payments made on behalf of employee
- Vouchers and credit cards
- Living accommodation
- Mileage allowance and passenger payments
- Total cash equivalent of all cars/vans made available
- Total cash equivalent of fuel for all cars/vans made available
- Cash equivalent of loans after deducting any interest paid by the borrower
- Private medical treatment or insurance
- Qualifying relocation expenses payments and benefits
- Services supplied
- Assets placed at employee’s disposal
- Other items (including subscriptions and professional fees)
- Expenses payments made to, or on behalf of, the employee

Part C
Any other income

8.8 Income from self-employment

To make this question easier to answer, we have split it up into 2 parts. You may or may not have received income from both parts, just tell us about the ones you did.

This includes:
- Total adjusted profit from businesses (aggregated for multiple self employments)

8.9 Income as a Minister of religion

This includes:
- Taxable income minus expenses (Ministers of religion) that are not included in your P60 or P11D

Total adjusted profit from partnerships

This includes:
- Share of total taxed and untaxed income other than that taxable at 10% and 20%
- Your share of total adjusted profit from the partnerships
Section 8 Financial details (continued)

8.10 Any other taxable income or lump sums

This includes:
- Other taxable income – before expenses and tax taken off
- Foreign earnings not taxable in the UK
- Taxable lump sums
- Lump sums or benefits received from an Employer Financed Retirements Benefit Scheme excluding pensions
- Redundancy and other lump sums and compensation payments

8.11 Income from property lettings

This includes:
- Income from UK property
- Income from foreign property or land

8.12 Income from UK trusts

This includes:
- Discretionary income payment from a UK resident trust – net amount
- Discretionary income payment from a UK resident trust – total payments from settlor-interested trusts
- Non-discretionary income entitlement from a trust – net amount of non-savings income
- Non-discretionary income entitlement from a trust – net amount of savings income
- Non-discretionary income entitlement from a trust – net amount of dividend income
- Income chargeable on settlors
- Income from UK estates
- Foreign estate income

8.13 Foreign income

This includes:
- Total taxable amount of overseas pensions, social security benefits and royalties etc.
- Total taxable amount of all other income received by a person abroad and any remitted ‘ring fenced’ foreign income
- Gains on disposals of holdings offshore funds and discretionary income from non-resident trusts
- Benefit received from an overseas trust, company or other person
- Gains on foreign life policies (amount of gain)
Section 8 Financial details (continued)

8.14 Income from an overseas pension

This includes:
- Value of pension benefits in excess of your Available Lifetime Allowance, taken by you as a lump sum
- Amount of unauthorised payment from a pension scheme, not subject to surcharge
- Total amount of unauthorised payment from a pension scheme, subject to surcharge
- Taxable short service refund of contribution (overseas pension schemes only)
- Taxable lump sum death benefit payment (overseas pensions only)

8.15 Other overseas income and gains

This includes:
- Amount of omissions (exemptions under transfer of foreign assets)

Part D
Income deductions

8.18 Allowable expenses on which you claimed tax relief

This includes:
- Total amount of allowable expenses
- Foreign tax for which tax credit relief not claimed
- Business travel and subsistence expenses
- Fixed deductions for expenses
- Professional fees and subscriptions
- Other expenses and capital allowances
Section 9 Student’s family details

9.2 Ineligible as earning over the maximum threshold for EMA entitlement

To be eligible to get EMA payments your total household income amount must be either:
• £20,817 or less; or
• £23,077 or less and there’s more than one young person who qualifies for Child Benefit in the household

If your household income is £23,078 or more you are not eligible to receive EMA payments.

If you want to speak to someone about your specific situation you can call 0300 200 4050.

9.3 Other young people in the household who are:

• under the age of 16 and qualify for Child Benefit
  or
• aged 16, 17, 18, 19 or 20 on 1 September 2019, in full-time further education and qualify for Child Benefit

You need to send evidence for each child you named in 9.3

If they’re under 16; send us:
• your household’s most recent Child Benefit statement; or
• the child’s original birth certificate; or
• your household’s most recent Tax Credit Award Notification that lists each young person

If they’re 16, 17, 18, 19 or 20; send us:
• your household’s most recent Child Benefit statement; or
• your household’s most recent Tax Credit Award Notification that lists each young person; or
• the child’s original birth certificate and a confirmation of enrolment or award from a Further Education Institution as proof that the child has been accepted onto a course

Additional Information

When will I get paid?

Before we can make payments:
• you must agree and sign your EMA Agreement with your school or college
  and
• your school or college must tell us you have been in attendance

We’ll pay you every 2 weeks on a Monday.

For example, if you’re approved to receive EMA and your school or college confirms your attendance, we’ll pay you £60 every 2 weeks.

If your next payment day falls on a bank holiday we’ll pay you on the next working day. If you’ve given your mobile phone number in section 2, we’ll text you to let you know when you’ll get your EMA.

You won’t get EMA payments during term holidays as EMA is not paid when your school or college is closed.