

Education Maintenance Allowance (EMA) 2023/24

Application Form

We welcome applications in Welsh. If you would prefer to apply in Welsh, a Welsh version of this form is available. Applying in Welsh will not delay your application.

www.studentfinancewales.co.uk/ema

How to complete this application form

- Follow the instructions, we'll tell you what questions you need to answer and what ones you can skip.
- You'll need to have your bank, building society or credit union details to hand.
- Section 8 will ask about your household financial details. Depending on your situation, either your parent(s)/ guardian(s) or you (and your partner, if you have one) will need to complete this section. Whoever completes this section will need their National Insurance number to hand.
- You need to complete all of the questions you're asked to. Any missing information will delay your application for EMA.
- Where we ask for evidence we will need it before your application can be accepted. Any missing evidence will delay your application for EMA.



If your household income is £23,078 or more do not complete this application form – you may not be eligible for this allowance. If you're an eligible care leaver we won't need details of your income.

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

Use the notes



Where you see this you should check the notes for specific **information** to help you complete a question or section.



Where you see this you need to send us **evidence** to support your application. Use the notes to find out exactly what you need to send. You should send **photocopies** of your evidence unless otherwise stated. We will return any original documents.

How we process your data

To find out more about how your information is used and why, make sure you read our Information Usage Summary on page 3 of the accompanying notes.

What if I can't send the evidence you need now?

Return your application without the evidence. By doing this we can make a start on your application, but we won't be able to pay you until we see the documents we've asked for. We'll write to you to confirm what documents we still need to see.

2023/24 Calendar

April 2023	Application forms available for download from www.studentfinancewales.co.uk/ema
June 2023	Return your application with all required evidence before 30 June 2023 to make sure your EMA is agreed and ready for the start of your first term.
September 2023	Term starts - apply within 13 weeks for your payments to be backdated to the start of your term. Applications outside 13 weeks may not receive backdated payments.
August 2024	We need to have received your completed application form and evidence before 31 August 2024 for you to be eligible for EMA in academic year 2023/24.



Section 1 Agreements and consent

1.1 Tick the statement that applies to you and follow the instruction.

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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.

I am the student completing this form myself.

Complete the **Student Agreement** below.



I am an authorised third party who is both:

- completing this form on behalf of the student because they are unable to and
- authorised to hold funds on behalf of the student.

Complete the Third Party Agreement A on page 4.



I am an authorised third party who is only:

 completing this form on behalf of the student because they are unable to. Complete the Third Party Agreement B on page 4.



I am an authorised third party who is only:

authorised to hold funds on behalf of the student.

Complete the Third Party Agreement C on page 4.

Student Agreement ①

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you understand that if you have provided details of your UK passport, SLC will verify those details with HM Passport Office;
- you understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against you; and
- where you have provided any personal information in relation to a third party, you have informed them of this.

Student full name (in BLOCK CAPITALS)

Today's date
Day Month Year
- -

Student signature

Now

Now go to Consent to share below

Consent to share

Important information if you live with your parent(s)/guardian(s) or a partner:

It is important that we know if you will let us talk about your application and award with your parent(s)/guardian(s) or partner. We can't give out information about your application or award to anyone without your consent.

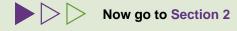
 I consent to the EMA Wales customer services team providing details of the progress of my application and award to the person named as person 1 in section 8 of this application form.

No Yes

and (if applicable)

 I consent to the EMA Wales customer services team providing details of the progress of my application and award to the person named as person 2 in section 8 of this application form.

No Yes





Section 1 Agreements and consent (continued)

Third Party Agreement A

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you are authorised to act on the student's behalf and have enclosed evidence to prove this;
- the student named in Section 2 is unable to have a bank, building society or credit union account in his/ her own name:
- you will provide correct bank, building society or credit union details in your own name;
- you are authorised to hold funds on the student's behalf and have enclosed evidence to prove this;
- you will use any EMA payments made as a result of this application in accordance with the student's instructions; and
- you have read and understood these statements.

 Authorised third party full name (in BLOCK CAPITALS)

 Today's date
 Day Month Year

 - - Now go to 1.2

Third Party Agreement B

By signing this agreement you confirm that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you are authorised to act on the student's behalf and have enclosed evidence to prove this; and

 you have read and understood these statements. Authorised third party full name (in BLOCK CAPITALS) 	Today's date Day Month Year
Signature	
	Now go to 1.2

Third Party Agreement C

By signing this agreement you confirm that:

- the student named in **Section 2** is unable to have a bank, building society or credit union account in his/her own name;
- you will provide correct bank details in your own name, are authorised to hold funds on the student's behalf and have enclosed evidence to prove this;
- you will use any EMA payments made as a result of this application in accordance with the student's instructions; and
- you have read and understood these statements

Authorised third party full name (in BLOCK CAPITALS)	Today's date Day Month Year
Signature	
	Now go to 1.2



Section 1 Agreements and consent (continued)

1.2 Third party details

e

You need to send evidence to prove your authorisation, read the notes to find out what you need to send.

You must contact us if the student's contact details change or if the student's nominated third party's details change during the academic year.

All correspondence will continue to be addressed directly to the student.

Forename(s)
Surname
Home address
Postcode
Home phone number
Mobile phone number

Email address

Section 2 Student's details

2.1	Customer Reference Number	
	(if you do not have one yet, leave this blank)	
2.2	Personal details	Title
	Complete these details exactly as stated on your birth	Mr Mrs Miss Other
	certificate, passport or deed poll. If any of your details change during the year you need	Forename(s)
е	to let us know. You need to send evidence of your identity,	`
	such as your original birth certificate. Read the notes for a full list of what you can send.	Surname
		Gender
		Male Female
		Date of birth
		Day Month Year
		Place of birth (the name of the town or village)
2.3	What language would you like us to use when we communicate with you?	English Welsh
2.4	Contact details	Home address
		Postcode
		Home phone number
		'
		Mobile phone number (we may contact you by text message)
		Email address



Section 3 Your payment details

3.1 Are you completing this section as an authorised third party who will hold the student's EMA payments on their behalf?

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.

3.2	Student payment detai	ls

This account must be in your name and be able to accept direct credits.

You must provide your details in full or we won't be able to pay you.

3.2a Is this a building society or credit union account?

3.3 Third party payment details

This account must be able to accept direct credits. You must provide your details in full or we won't be able to pay you.

3.3a Is this a building society or credit union account?

No - I am the student - go to 3.2

Yes – go to **3.3**

Account holder's name (student)

Sort code

Account number

No – go to Section 4

Yes - provide your:

Building society roll/credit union membership number

Now go to Section 4

Account holder's name (third party)

Sort code

Account number

No - go to Section 4

Yes – provide your:

Building society roll/credit union membership number

Now go to Section 4

Section 4 Student's school or college details

4.1 Give details of where you intend to study from September 2023.

If you do not know where you'll study, give details of the school or college you want to attend.

If these details change you must let us know as soon as possible and no later than before the start of your first term.

Name of school or college
Campus (if applicable)
School or college address
Postcode
Now go to Section 5



Section 5 Student's nationality and residency details

5.1 Are you a UK national?

e

The easiest way for you to verify your identity is to provide your UK passport details. This means **you do not need to send us your passport.**Your passport must be currently valid and not expired.

We will share the passport details you give us with HM Passport Office so that we can verify your identity.

e

UK passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to send alternative evidence as set out in the accompanying notes.

5.2 Are you an Irish citizen?

5.3	
e	

Are you the family member of a UK national?

No – go to **5.2** Yes – do you hold a valid UK passport? No – you need to send supporting documents. Read the notes to see what you need to send then go to 6.1 Yes - enter these details exactly as stated on your passport Passport number Date of issue Day Month Year Date of expiry Month Year Forename(s) Surname Now continue to 6.1

No - go to 5.3

Yes – Have you been ordinarily resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

No - go to 5.3

Yes – you need to send supporting
documents. Read the notes to see
what you need to send then go to 6.1

No – go to **5.5**

Yes – go to **5.4**

5.4 Have both you and your UK national family member been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

No – go to **5.5**

Yes – Were both you and your UK national family member:

- living in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018; or
- living in the EEA or Switzerland on 31 December 2020?

No - go to 5.5

Yes – you need to send supporting documents. Read the notes to see what you need to send then go to 6.1

5.5 Have you been granted settled status or pre-settled status under the EU Settlement Scheme?

No – go to 5.6				
Yes – I have been granted settled status Have you been living in the UK and Islands for the three years prior to the first day of the first academic year of your course?				
No – go to 5.6				
Yes – Please provide your: Share code				
go to 6.1				
Yes – I have been granted pre-settled status Are you an EU national and you have been living in the UK and Islands for the three years prior to the first day of the first academic year of your course?				
No – go to 5.6				
Yes – Please provide your: Expiry date for pre-settled status Day Month Year -				
Share code				

go to 6.1

5.6 Are you the child of a Swiss national and both you and your parent/step-parent have been granted a status under the EU Settlement Scheme?

Yes – Have you I UK, EEA, S three years	Switze s prio	erland a r to the f	nd G	ibralt day o	tar fo	or the	
No –	go to	5.7					
Yes -	Yes – Please provide your parent or step-parent's: Date of birth						
	Day	Mon _	th	Year _			
	•	ry date f pplicable	Э .	e-set	ttled	statı	sL
	Day	Mon	th	Year			
		[
	Shar	e code					
	Plea	se provi	de y	our:			
		ry date f		e-set	ttled	statı	JS
	Day	Mon		Year			
		-		-			
	Shar	e code					
						go to	6.1
						•	

5.7 Are you an EEA or Swiss national who is working, has worked or is looking for work in the UK, or a family member of such a person?

If you are the family member of the worker, you must be the:

- · husband, wife, civil partner; or
- · child, step-child; or
- parent, step-parent or other ascending or descending line family member (only applicable to EEA worker family members) of the worker.

*If you or a family member are a Frontier worker, check the notes

No - go to 5.8

Yes – Have you been ordinarily resident in the UK, EEA, Switzerland, and Gibraltar for the three years prior to the first day of the first academic year of your course?

No - go to 5.8

Yes – Is the person who is working, has worked or is looking for work in the UK:

You - go to 5.7a

Your family member – go to **5.7b**

5.7a I am working, have worked or am looking for work

Provide details - You should also provide details of your previous study.

If you are currently working will you continue to work during your studies? If yes give details.

Expiry date for pre-settled status - if applicable

Day Month Year

Share code

now go to 6.1

5.7b My family member is working, has worked or is looking for work and I am their:

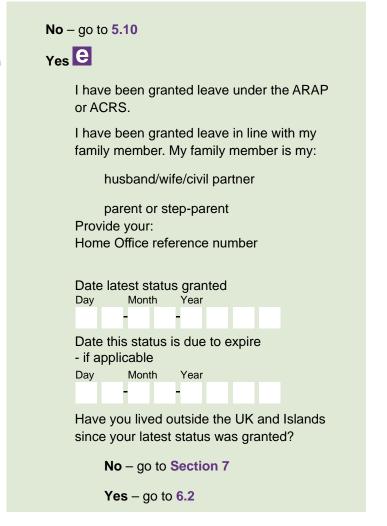
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	chi	ld or	step	-child	t			
е	des		ding	line f	amil	y me	embe	her ascending or er (only applicable to
Prov	/ide	detai	ls of	their	emp	oloyn	nent	t
	•			-		_		y continue to work tails of employment.
		orovio ate fo	or pr		ttled	statı	ıs -	if applicable
Day		_		-				
Sha	re c	ode						
Plea Date			de yo	our f	amil	ly me	emb	per's:
Day		Mont	h	Year				
Stat Day	us e	xpiry Mont		applio Year	cable	Э		
		-						
Sha	re c	ode						
.								now no to 0.4
								now go to 6.1



5.8 Are you the family member of an EEA or Swiss national who entered the UK before 31 December 2020, and you joined them after this date?

No – go to 5.9							
Yes – do they have settled/pre-settled status?							
No – go to 5.9							
Yes – Have you made an application to the EU Settlement Scheme?							
No – go to 5.9							
Yes – please provide your: Expiry date for pre-settled status - if applicable Day Month Year Share code Please provide your family member's:							
Date of birth Day Month Year							
Expiry date for pre-settled status - if applicable Day Month Year							
Share code							
now go to 6.1							

5.9 Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)?



5.10 Do you have settled status in the UK?

By settled status we mean:

- you are a British citizen: or
- you have been granted indefinite leave to enter or remain; or
- you have a right of abode in the UK.

If you have been granted indefinite leave to remain in the UK as the victim of domestic violence or abuse, tick 'No' here and go to question 5.23.

If you have been granted indefinite leave to remain in the UK as a person who has been a bereaved partner, tick 'No' here and go to question 5.24.





5.11 Have you or a family member been granted Discretionary leave as a result of a failed asylum application?

No –	No – go to 5.12									
Yes -	- Hom	ie Of	ffice	refe	renc	e nui	nber			
	Date				gra					
	Day		Mont	h	Year					
		-								
	Date Day		stat Mont		s due Year		expire	Э		
		-			-					
	Have you lived outside the UK and Islands since your latest status was granted?									
		No-	– go	to \$	Secti	on 7				
		Yes	– go	to (6.2					

5.12 Have you or a family member been granted Discretionary leave (where no application for asylum has been made)?



5.13 Have you or a family member been granted leave to remain in the UK on the grounds of family life?

No – 9	go to 5.1	4					
Yes –	Home C	Office refe	erence r	numbe	r		
	Date lat	est statu Month	s grante Year	ed			
			-				
	Date thi	s status i Month	s due to Year	expir	е		
		.					
	Have you lived outside the UK and Islands since your latest status was granted?						
	No – go to Section 7						
	Ye	s – go to	6.2				

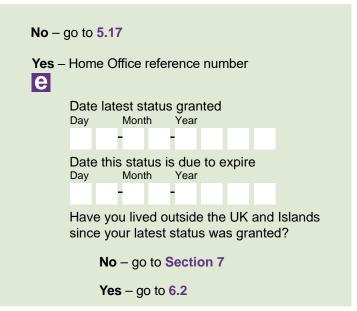
5.14 Have you or a family member been granted leave to remain in the UK on the grounds of private life?

No – go to 5.15								
Yes –	Home (Office ref	erence	e nui	mber			
	_	test statu	_					
	Day	Month	Year					
		•						
	Date th	is status Month	is due Year	to e	expire	9		
	Have you lived outside the UK and Islands since your latest status was granted?						ds	
No – go to Section 7								
	Ye	s – go to	6.2					

5.15 Have you or a family member been granted leave to remain outside the immigration rules on the grounds of Article 8 of the European Convention on Human Rights (ECHR), following a failed application for 'leave to enter or remain' on the grounds of family or private life?



5.16 Have you or a family member been granted leave to remain as a Stateless Person?



5.17 Have you been granted leave to enter or remain under a Ukraine Scheme?

By Ukraine Scheme we mean:

- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme; or
- the Ukraine Extension Scheme.

No – go to 5.18					
Yes – Share code					
If you do not have a share code, provide your:					
Home Office reference number					
Date latest status granted Day Month Year -					
Date this status is due to expire Day Month Year					
Have you lived outside the UK and Islands since your latest status was granted?					
No – go to Section 7					
Yes – go to 6.2					

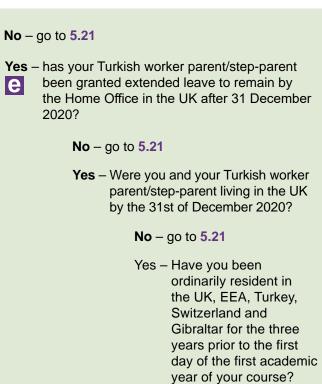
5.18 Have you or a family member been granted 'refugee status' in the UK or 'temporary protection status' in the UK?

No – 9	go to \$	5.19						
Yes –	Home	e Office ı	refere	nce nu	mber			
	Date Day	latest sta Month	_	ranted _{ear}				
	Date Day	this state		due to e	expire)		
	Have you lived outside the UK and Islands since your latest status was granted?							
	No – go to Section 7							
		Yes – go	to 6.2	2				

5.19 Have you or a family member been granted Humanitarian Protection?



5.20 Are you the child of a Turkish Worker who is working in the UK?



No – go to 5.21

Yes - go to 6.1

5.21 Have you been granted leave to remain in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who

No – go to 5.22					
Yes – Home Office reference number					
Date status granted					
Day Month Year					
Date this status is due to expire Day Month Year					
Have you lived outside the UK and Islands since your latest status was granted?					
No – go to Section 7					
Yes – go to 6.2					

5.22 Have you been granted 'Calais leave' in the UK, or have you been granted leave in line as the dependent child of someone who has?

No – (go to	5.23	3							
Yes –	Hom	ie O	ffice	refei	rence	e nur	nbei	ſ		
	Date Day	sta	tus g Mont		ed Year					
	Date	this	stat Mont		due Year	to e	xpir	Э		
	Have you lived outside the UK and Islands since your latest status was granted?									
	No – go to Section 7									
		Yes	- ga	o to (6.2					

5.23 Have you been granted leave to remain in the UK as the victim of domestic violence or abuse or are you the dependent child of someone who has?

No – (go to 5 .	24					
Yes –	Home	Office refe	erence r	number			
	Date s Day	tatus grar Month	nted Year -				
	Date the Day	nis status Month	is due to Year	o expire			
	Have you lived outside the UK and Islands since your latest status was granted?						
	No – go to Section 7						
	Y	es – go to	6.2				

5.24 Have you been granted leave to remain as a person who has been a bereaved partner or are you the dependent child of someone who has?

No – go to 5.25							
Yes – Ho	ome Office	e referend	e nun	nber			
Da	ate status	granted					
Da	y Mor	nth Yea	r				
	1 1	1 1					
Da Da	ate this sta			xpire)		
	1 t	l					
	Have you lived outside the UK and Islands since your latest status was granted?						
	No – go to Section 7						
	Yes – (go to 6.2					

5.25 Tick the box which applies to you

I have answered 'Yes' to at least one question in this section.

You need to go back to the question you answered 'Yes' to and follow the instruction given there.

I have answered 'No' to all the questions in this section.

If you think you may be eligible but have answered 'No' to all the questions, please contact our helpline on **0300 200 4050**.



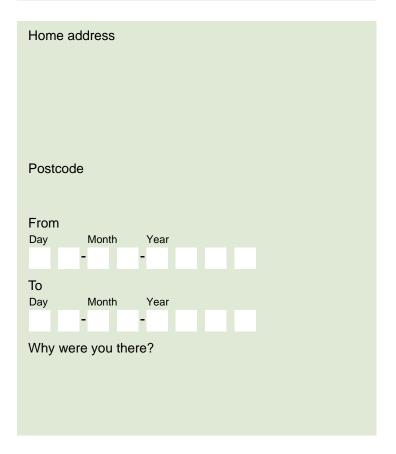
Section 6 Student's residence history

6.1 Tell us your address details for the last three years before the start of the first academic year of your course.

For example – if your course starts in September 2023, we need to know where you lived between 01/09/2020 and 01/09/2023. There should be no gaps in the dates you give us.

Now go to **Section 7**

Home address
Postcode
_
From Day Month Year
To Day Month Year
Why were you there?



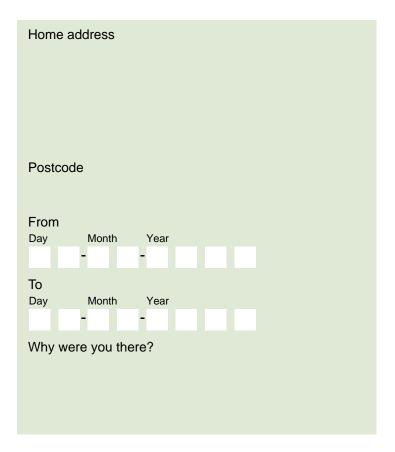
Section 6 Student's residence history (continued)

6.2 Give details of your residency from the date you received your last status from the Home Office to the first day of the first academic year of your course.

You only need to provide up to a maximum of 3 years information. There should be no gaps in the dates you give us.

Now go to Section 7

Home address
Postcode
From
Day Month Year
То
Day Month Year
Why were you there?





Section 7 Student's independence details

7.1 Tick one of the following statements that will apply to you on the first day of the first academic year of your course.

I am a care leaver/I live under Local Authority care or with foster parents – **go to 7.3**

I receive Income Support, income-related Employment and Support Allowance or Universal Credit in my own name – **go to 7.3**

I am responsible for a child – go to 7.3

I am currently in custody/detention within the Youth Justice System – **go to 7.3**

None of the above – go to 7.2

7.2 Do you live apart from your parent(s)/ guardian(s)?

No – you are a dependent student.

Your parent(s) or guardian(s) need(s) to complete the next section.

Yes – you are an independent student.

You (and your partner, if applicable) need to complete the next section.

7.3 You are an independent student.

You need to send supporting documents to prove the statement ticked. Read the notes to see what you need to send, then **go to Section 11.**



Section 8 Financial details

Part A

Section 8 is divided into four parts. Read the following for a quick summary of each part.

Tell us your name and some other personal information.

Part B

Tick the statement that applies to you and follow the instruction.

Part C

Only complete if instructed.

Part D

Answer every question.

Who completes this section?

Question 7.2 told you who needs to complete this section for your application.

How to complete this section

If you are a single parent/guardian of the student

Enter your information as Person 1, leave Person 2 blank.

If there are two parents/guardians in the student's household

Complete this section with information for both Person 1 and Person 2.

If you're an independent student with a partner

Enter your information as Person 1, your partner needs to enter their information as Person 2.

If you're an independent student without a partner

Enter your information as Person 1, leave Person 2 blank.

If you're self assessed – read page 21 of the notes for more information.

If you're not self assessed - you can use your P60 to complete this section.

Personal details

Person 2 Person 1

Relationship to student (if you're the student write n/a)	Relationship to student
Forename	Forename
Surname	Surname
Date of birth Day Month Year - go to Part B	Date of birth Day Month Year go to Part B



Part B

Financial information for tax year 2021-22

How to complete Part B

- · Answer every question.
- Where you answer 'Yes' to a question you must give gross income amounts.
- Any amounts given must be for the tax year starting 6 April 2021 and ending 5 April 2022.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

Do I need to send any evidence of financial details with this application?

No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date. You only need to send us evidence if we request it.



Data Sharing

We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number. This information will be used to work out if the student is eligible to get EMA based on household income. To find out more about how your information is used and why, make sure you read our Information Usage Summary on page 3 of the accompanying notes.

8.1 Has your household income permanently dropped since the 2021-22 tax year?



Person 1

n 1 Person 2

Yes – Person 2, if applicable, will also need to send us evidence. Read the notes to see what to send then - go to **Section 9**

No – provide your National Insurance number

National Insurance number

go to 8.2

Yes – You need to send evidence. Read the notes to see what to send then - go to **Section 9**

No – provide your National Insurance number

National Insurance number

go to 8.2



		Person 1 Tax year 2021-22	Person 2 Tax year 2021-22
8.2	Were you in receipt of Income Support or Income-related Employment and Support Allowance?	No	No
		Yes	Yes
		Tax year 2021-22	Tax year 2021-22
8.3	Were you in receipt of Universal Credit?	No	No
		Yes	Yes
		Tax year 2021-22	Tax year 2021-22
8.4	Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	No – go to 8.5	No – go to 8.5
		Yes – give details	Yes – give details
1	Total income from salary/wages	£	£
	Total income from taxable state benefits	£	£
	Total income from occupational pension(s)	£	£
	If you received a lump sum pension, only declare the amount you received that you paid tax on.		
	Total income from private pension(s)	£	£
	If you received a lump sum pension, only declare the amount you received that you		



paid tax on.

		Tax year 2021-22	Tax year 2021-22
8.5	Did you receive any income from a state retirement pension?	No – go to 8.6 Yes – give details	No – go to 8.6 Yes – give details
	Total non-lump sum amount received	£	£
	Total lump sum amount received	£	£
		Tax year 2021-22	Tax year 2021-22
8.6	Did you receive any income from savings and investments?	No – go to 8.7	No – go to 8.7
		Yes – give details	Yes – give details
1	Total interest from UK banks, building societies and unit trusts	£	£
①	Total income from UK life insurance gains, securities and partnerships	£	£
1	Total income from UK investments and dividends	£	£
1	Total income from foreign investment and dividends	£	£
		Tax year 2021-22	Tax year 2021-22
8.7	Did you receive any taxable benefits in kind?	No – go to 8.8	No – go to 8.8
①		Yes – give details	Yes – give details
	Total income from taxable benefits in kind	£	£
8.8	Did you receive any other income during tax year 2021-22 that you have not told us about in Part B?	No – go to Part D	No – go to Part D
		Yes – go to Part C	Yes – go to Part C

Person 1

Person 2



Part C Any other income

How to complete Part C

- Answer every question.
- Where you answer 'Yes' to a question you must give **gross** income amounts.
- Any amounts given must be for the tax year starting 6 April 2021 and ending 5 April 2022.
- If you leave any question blank we will not be able to process this application.
- If you don't receive a specific type of income listed in a question, write 'n/a'.

		Person 1	Person 2
		Tax year 2021-22	Tax year 2021-22
8.9	Did you receive any income from self-employment?	No – go to 8.10	No – go to 8.10
		Yes – give details	Yes – give details
①	Total adjusted profit from businesses	£	£
(i)	Total adjusted profit from partnerships	£	£
U	. c.a. aajactaa p.e nom paranolompo		
		Tax year 2021-22	Tax year 2021-22

8.10 Did you receive any income as a Mo – go to 8.11

No – go to 8.11

Yes – give details

Total taxable income minus expenses that are not included on your P60 or P11D

Tax year 2021-22

No – go to 8.11

Yes – give details

£

Tax year 2021-22

No – go to 8.12

No – go to 8.12

Yes – give details

Total income received

Tax year 2021-22

No – go to 8.12

Yes – give details

£

£

Total income received

£

Tax year 2021-22

No – go to 8.13

Yes – give details

£

Total income received

£



8.13 Did you receive any income from UK trusts? **①**

Total income received

Did you receive any foreign 8.14 income? **①**

Total income received

8.15 Did you receive any income from **(i)** an overseas pension?

Total income received

8.16 Did you receive any other overseas income and gains? **(i)**

Total income received

Person 1 Tax year 2021-22

No – go to **8.14**

Yes – give details

£

Person 2

Tax year 2021-22

No – go to **8.14**

Yes – give details

£

Tax year 2021-22

No – go to **8.15**

Yes - give details

£

Tax year 2021-22

No – go to **8.15**

Yes - give details

£

Tax year 2021-22

No - go to **8.16**

Yes – give details

£

Tax year 2021-22

No - go to **8.16**

Yes - give details

£

Tax year 2021-22

No - go to Part D

Yes – give details

£

go to Part D

Tax year 2021-22

No – go to Part D

Yes – give details

£

go to Part D

Part D

Income deductions

How to complete Part D

- Answer every question.
- Where you answer 'Yes' to a question you must give gross deduction amounts.
- Any amounts given must be for the tax year starting 6 April 2021 and ending 5 April 2022.
- If you leave any question blank in Part C we will not be able to process this application.
- If you don't receive a specific type of deduction listed in a question, write 'n/a'.

8.17 Did you pay any private pension contributions?

Do not include any payments to a workplace pension.

Total amount you paid

8.18 Did you pay any Additional Voluntary Contributions (AVCs)?

Total amount you paid

8.19 Did you have any allowable expenses on which you claimed tax relief?

Total amount on which you claimed tax relief

Person 1

Tax year 2021-22

No – go to **8.18**

Yes – give details

£

Person 2

Tax year 2021-22

No – go to **8.18**

Yes – give details

£

Tax year 2021-22

No – go to **8.19**

Yes - give details

£

Tax year 2021-22

No - go to **8.19**

Yes – give details

£

Tax year 2021-22

No - go to Section 9

Yes – give details

£

go to Section 9

Tax year 2021-22

No - go to Section 9

Yes – give details

£

go to Section 9



Section 9 Student's family details

9.1	Is your total household income £20,817 or less per year?	No – go to 9.2 Yes – go to Section 10
9.2	Is your household income £23,077 or less per year?	No – the applicant is not eligible for this allowance. Do not continue with this application. Yes – are there any other young people in your household who are: • under the age of age 16 and qualify for Child Benefit or • aged 16, 17, 18, 19 or 20 on 1 September 2023, are in full-time further education and qualify for Child Benefit? No – the applicant is not eligible for this allowance. Do not continue with this application. Yes – go to 9.3
9.3	Give details of any young people or children in your household who are: • under the age of 16 and qualify for Child Benefit or • aged 16, 17, 18, 19 or 20 on 1 September 2023, in full-time further	Full name Date of birth Day Month Year
У	education and qualify for Child Benefit You need to send evidence for each young person you state. Read the notes to see what you need to send.	Full name Date of birth Day Month Year
		Full name Date of birth

Day

Year

Month



Section 10 Parent(s)/guardian(s)/partner agreement

How to complete this section

If you are a single parent/guardian of the student

Read and understand the agreement below then sign and date as Person 1, leave Person 2 blank.

If there are two parents/guardians in the student's household

Read and understand the agreement below then sign and date both Person 1 and Person 2.

If you're an independent student with a partner

The partner needs to read and understand the agreement below then sign and date as **Person 2**, leave **Person 1** blank.

If you're an independent student without a partner

Don't complete this section – you've already signed your agreement in **Section 1**, continue on to **Section 11**.

Parent/Guardian/Partner Agreement

By signing this agreement you are confirming that:

- the information you have given on this form is correct and complete to the best of your knowledge and belief;
- you understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against you; and
- you have read and understood these statements.

Person 1	Person 2	
Full name (in BLOCK CAPITALS)	Full name (in BLOCK CAPITALS)	
Signature	Signature	
Today's date Day Month Year	Today's date Day Month Year -	



Now pass this form back to the student



Section 11 Finalising your application



This must be completed by the student

11.1 Have you signed and dated your agreement in **Section 1**?

No – you must sign the agreement, we can't process your application without it.

Yes

11.2 Have you answered all the questions that apply to you?

No – if you don't complete a section or question you've been asked to, this could delay your EMA payments.

Yes

11.3 Did your parent(s)/guardian(s) or your partner complete **Sections 8, 9 and 10**?

Remember – **Section 7** told you if you needed to do this or not.

No – if you have been instructed that these sections are to be completed, and you forget to do this, it will delay any EMA payments you could get.

Yes

11.4 Have you included **all** the evidence we've asked for?

All students need to send evidence of their identity for **Sections 2 and 5**

Some students will also need to send evidence of their independence details for **Section 7**.

Your parent(s)/guardian(s) or your partner will need to send evidence of any young people they mentioned in **Section 9**.

Use the notes to check you've included the right evidence for each section.

No – if there's some supporting evidence you can't give us right now, you can send your application back without it.

This means we can make a start on your application and we'll contact you for the evidence later but we won't be able to confirm if you can get EMA payments until you've sent all your evidence.

Yes – read the '3 things to remember' information on page 34 before returning your application form.

3 things to remember



1 Get paid on time!

Send us your completed application form as soon as you can and as far in advance of your course start date as possible so that there is plenty of time for us to contact you to finalise your EMA application before you start your studies.

Don't worry if you don't have all your supporting documentation right now, still send us your completed form so we can start to process it. Just send in your evidence as soon as you can after this in order to avoid any delay.

Make sure you send us your completed application form with all appropriate evidence by **30 June 2023** at the latest if you want to have your EMA application assessed and ready for the start of your course.



2 Check the postage

Make sure that you've included all evidence with your completed application, had it weighed and paid the correct postage costs.

Remember to ask for proof of postage!



3 Send the form

Return your completed form and supporting evidence to the address below:

EMA Customer Services PO Box 5596 Glasgow G52 9BR

Confidential

Equal opportunities questionnaire

How to complete this section

The following questions are voluntary – you do not have to answer them. Whether you answer them or not will not affect your application for an EMA. If you do answer, the information may be used to help the Welsh Government develop its policies in the future.

1 Do you consider yourself to have a disability?

Yes No

What do you consider your nationality identity to be? (Choose as many or as few as apply.)

Welsh British
Irish Scottish
English Other

3 Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic group.

A White

British

Any other white background

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

D Black or Black British

Caribbean

African

Any other black background

E Chinese or other ethnic group

Chinese

Any other

