



Shetland
Islands
Council

EDUCATION MAINTENANCE ALLOWANCE (EMA)

TERMS & CONDITIONS

You have been awarded an EMA as shown in the enclosed letter of award. The award is subject to the terms and conditions below and it is in your own interest to read these notes carefully and comply with the instructions. Failure to do so may result in delays or loss of payment(s).

TERMS & CONDITIONS

1. You must have completed an Education Maintenance Allowance Learning Agreement with your Learning Centre before any payments will be made to you. Your Learning Agreement is attached to this letter and it is your responsibility to take it to your tutor and have it completed and returned to Children's Services by 30th September or within 3 weeks of the date of your award letter.
2. You must adhere to the terms and conditions of the Learning Agreement (attendance, attainment, behaviour and attitude) or EMA payments will be stopped immediately.
3. You must attend your Learning Centre as per the Learning Agreement – e.g. for those at school this will normally be for a minimum of 21 hours per week.
4. Any changes to your learning agreement must be agreed with your Learning Centre. Failure to notify and agree changes will affect payments to you.
5. You will only receive an EMA payment for those weeks where 100% of agreed attendance has been maintained. Absences authorised by your **Learning Centre** will be accepted.
6. **A maximum of 5 days self-certified absences** may be accepted in any term. Thereafter, only a doctor's certificate or medical appointment will be accepted.
7. Medical appointments will not be counted towards your 5 days self-certified absences.
8. For a period of illness, where you have been hospitalised or are absent for more than 5 days due to ill health, you will be required to obtain a doctor's certificate from your doctor or from the hospital, and a copy must be submitted to Children's Services.
9. For periods of illness where you are absent for more than 3 weeks, your award may be reviewed.
10. **Lateness is regarded as not adhering to 100% attendance.** If you are late on more than two occasions (am or pm) in any one week, or late beyond 10.30am or 2.30pm on any one day, this will count as an unauthorised absence and payment will be stopped for that week.

11. Absences should be notified to your Learning Centre before or on the first day of absence and students should continue to notify their Learning Centre of absence if it continues.
12. Students who are absent from the Learning Centre to go on family holidays during term time will not receive EMA payments.
13. Payment will be stopped for any week where there is an unauthorised absence.
14. If you are formally excluded from the Learning Centre your weekly payments will be suspended during the period
15. Your award will be paid to your **fortnightly in arrears** and will be paid directly into your bank account. Payment will not be made to you for holiday weeks.
16. Any overpayment of EMA award will be recovered either from weekly payments until all monies owing are paid in full or an invoice will be issued.
17. Students must inform the Children's Services Department of any change of address, contact details or changes in circumstances within 5 working days of the alteration.
18. Changes to your bank account details must be given in writing to the Children's Services Department at least 7 days in advance of the next payment date.

Should you wish to appeal against the allocation or non-payment of the award, you should do so in writing, stating your reasons for appeal.