



Coleg Gŵyr Abertawe
Gower College Swansea

Education Maintenance Allowance (EMA)

EMA is a weekly payment of £30 to help 16-18 year olds with the costs of further education and is dependent on household income. Payments are made every two weeks as long as the student meets the College's attendance, performance and behaviour requirements. Getting EMA won't affect any benefits you or your family already receive.

To be eligible for EMA, the student must:

- live in Wales
- meet the nationality and residency rules
- attend a full time course for at least 12 hours per week
- live in a household where the income is less than £20,817 or the household income is less than £23,077 if there are younger people who qualify for Child Benefit.

If you are already getting EMA you won't have to complete another application form but you will need to sign a new EMA Learning Agreement when you start College.

When can I apply?

June 2020 - send your completed EMA application with original evidence by this date to ensure that your funding is in place by the start of your course.

31 August 2021 - this is the final date Student Finance will accept your application for you to be eligible for EMA in the academic year 2020 to 2021.

EMA application forms can be downloaded and completed online here

www.studentfinancewales.co.uk/fe/ema/how-do-i-apply.aspx

Three things to remember

- 1) Send the completed form as far in advance of your course start date as possible. If you don't have all your supporting documentation, send the form and send the evidence as soon as you get it.
- 2) Make sure that you've included all the evidence with your completed application.
 - proof of the home address dated in the last three months
 - original birth certificate if you haven't added valid passport details to the form
 - younger children(s) birth certificate if applicable.
- 3) Check the postage by having it weighed at the Post Office, make sure you ask for proof of posting and return to the following address:

EMA Customer Services
PO Box 5596
Glasgow
G52 9BR

What happens next?

You can track receipt of your application using the following [link](#)

When your application has been approved Student Finance will send you an Award Letter with a Customer Reference Number. Your award letter will also confirm where you will be studying. Please check this is correct and also the campus shown in brackets is correct. If this needs changing you will need to contact Student Finance on **0300 200 4050** and ask them to amend it as soon as possible. Keep the letter safe as you will need it to sign your Learning Agreement when you start College.

Step by step guide:

Section 1: Agreements and consent

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

Under the Student Agreement, enter the student's full name, date and sign the form.

Consent to share: make sure you tick **yes** if you are giving permission for your parent(s)/guardian to contact Student Finance on your behalf or no if you disagree.

Third Party Agreement A/B/C: (pages 4 and 5) should only be completed if you are authorised to act and/or accept payments on the student's behalf. You will need to send evidence of this (see page 3 of Application Notes for examples).

Section 2: Student's details

If you are applying for EMA for the first time leave 2.1 blank as you won't have a Customer Reference Number yet.

Complete your personal details for 2.2, you will only need to send your original birth certificate if you do not hold a valid passport (see 5.1).

Indicate which language you prefer to communicate for 2.3 and when completing 2.4 you are asked to send evidence such as a photocopy of a household bill that shows your home address. This proof can be in the student or parent's/guardian's/partner's name and must be dated **within the last three months of you applying**.

The answer to 2.5 will be the security question you are asked should you need to speak to Student Finance at any time.

If you are the student tick **no** for 3.1 and complete your bank details for 3.2, or **yes** if you are an authorised third party for the student and complete 3.2.

Section 4: Student's school or college details

Please complete 4.1 with details of where you will be studying. Please check the Gower College Swansea [website](#) for the full addresses of the different campuses.

Section 5: Student's nationality and residency detailst

If you are a UK national and hold a valid passport, please ensure you complete your passport details under 5.1. You will not need to send your passport. If your passport has expired or you do not hold a UK passport, you will need to send your original birth certificate with your application form.

If you are not a UK national, complete the relevant section that applies to you and send the relevant original documents asked for.

Section 6: Student's residence history

Give your address details for the three years prior to the first day of the first year of your course.

Section 7: Student's independence details

Tick the statement that applies to you for 7.1 and 7.2.

Section 8: Financial details

Part A

If you are a single parent/guardian of the student complete Person 1 and leave Person 2 blank.

If there are two parents/guardians complete Person 1 and Person 2.

If you are an independent student with a partner, enter your information for Person 1, your partner needs to enter their information as Person 2.

If you are an independent student living alone, enter your information as Person 1 and leave Person 2 blank. Where it asks for Relationship to student, if you are the student write N/A (not applicable).

Please make sure you provide your National Insurance Number.

Part B

This section will be looking at your financial information for the tax year 2018/19.

- Please make sure you answer every question
- Where you answer **Yes** to a question you must give gross income (before tax)
- If you leave any question blank in this section it will result in your application not being processed
- If you don't have/receive the income listed in a question, write N/A.

You don't need to send any evidence of financial details, Student Finance may write out to request this at a later date.

If your household income has permanently dropped since 2018/19, please read [page 12](#) of the application notes on what to do next.

Section 9: Student's family details

If the total household income is less than £20,817 per year tick yes and go to Section 10.

If the household income is £23,077 or less per year and there are other young people in your household who qualify for Child Benefit, tick yes and go to 9.3 giving details of any young people or children in your household.

You will need to send evidence for each young person you state. Read the application notes for 9.3 on page 18 to see what you need to send.

Section 10: Finalising your application

The Person(s) named on page 15 of this application will need to complete their details, sign and date the form.

Section 11: Finalising your application

Answer the questions 11.1 to 11.4 and complete the Equal Opportunities questionnaire on page 25.