



Scottish Borders Council
EMA Team
Children & Young People's Services
Council Headquarters
Newtown St Boswells
TD6 0SA
Telephone: 01835 825108
Email: HQOperations@scotborders.gov.uk

Education Maintenance Allowance (EMA)

2021-22 Application Guidance Notes

Please read this guide **before** you start to complete your application

A new application is required at the start of each school year

If you need help with your on-line application or more information about the application process please contact the EMA Team on 01835 825108

SEE BACK PAGE FOR DEADLINES

You can claim EMA if you:

- Have lived in the United Kingdom for 3 years prior to the EMA qualifying date **and** are resident in Scotland on that date. Other residency rules also apply.
- Are 16 years old or over before 30 September 2021. You may be eligible for an EMA from the beginning of the autumn school term in August 2021.
- Are 16 years old between 1 October 2021 and 28 February 2022. You may eligible for an EMA from 10 January 2022.
- Attend a Scottish Borders Council (SBC) school **or**, are Home Educated, **or** live in Scotland and attend school elsewhere, **or** have an agreed Activity Agreement.
- Follow a recognised course of study for at least 21 hours every week or engage in an Activity Agreement for more than 9 hours each week.
- Can provide evidence of household income for the tax year ended 5 April 2021 is less than:

£24,421 – if there is 1 child in education, or
£26,884 – if there are 2 or more children in education.

Page 1

In this Page (1) you must tell us:

- Your full name, including any middle names.
- The name of the School or Learning Centre you attend.
- If you have received EMA before.

Page 2

In this Page (2) you must tell us your:

- Contact details
- Residency status
- Bank account details

Some points to remember:

- If you have not lived at your present address for more than 3 years please let us know your previous address/es.
- If you have not been resident in the United Kingdom or another European Union country for 3 years before the EMA qualifying date we are unlikely to be able to pay EMA. Contact us for more information if this applies to you.
- We can only pay EMA direct to your own bank account as we cannot pay anyone else on your behalf. If you do not have your own bank account you will need to open one.
- If there is a reason why you cannot open your own bank account please tell us in the additional information Page (6) of the on-line form.
- EMA payments are made by Bacs Direct Credit; your bank account must be able to accept Bacs payments. Check with your bank if you are unsure whether your account can receive Bacs payments.

Page 3

- In this Page (3) you must tell us who you live with and their relationship to you.

If you live independently, are a Young Carer or are in local authority care please contact us before you complete the rest of the application. We will let you know what other information we need.

Page 4

In this Page (4) you must tell us about:

The gross household income for the year tax ended 5 April 2021. We can only pay EMA if the household income is below certain limits. The limits are:

**£24,421 – if there is 1 child in education, or
£26,884 – if there are 2 or more children in education.**

We use the total household income for the tax year ended 5 April 2021 to decide if we can pay EMA.

By household income we mean the income of your parent(s) or carer(s) who you live with. This may be:

- Earnings from the work they do i.e. P60
- Profits from a business if they are self employed
- Income from taxable state benefits e.g. Universal Credit, Employment Support Allowance, Job Seekers Allowance etc. For a full list of taxable social security benefits please see:
www.gov.uk/taxable-income/state-benefits-that-are-taxable
- Other income – such as interest from banks and building societies, dividends from share holdings, income from property rental etc.
- Pensions

The easiest and quickest way to let us have details of the household income is to send us the **2021-22 Tax Credit Award Notice** (your parent(s) or carer(s) should receive the award notice from HM Revenue & Customs (HMRC) in July or August 2021) **or March 2021 Universal Credit award and your P60 dated April 2021.**

Please send us:

- Original Tax Credit Award Notice (you must send us **all pages** of the Award Notice) or Universal Credit statement
- P60 (End of Year Certificate) for the year ended 5 April 2021 (2020-21). Your parent(s) or guardian(s) should receive this from their employer or pension payer before 31 May 2021, **and**;
- Universal Credit Statements showing payments for period March 2020 to April 2021 (3 months of statements will be suffice) if applicable.
- **IF NONE OF THE ABOVE ARE AVAILABLE TO YOU AT THE POINT OF COMPLETING THE FORM PLEASE SUBMIT APPLICATION TO US ON ITS OWN – DO NOT WAIT UNTIL YOU HAVE COLLATED ALL EVIDENCE REQUIRED.**

If your parent(s) or guardian(s) do not claim tax credits or do not have a universal tax credit award notice please answer NO. We can accept other evidence. Please see page 4 of guidance note for details of the evidence we can accept.

If you answered NO to Page 4 of the application - this is the evidence we can accept:

If your parent(s) or carer(s) are employed or receive a pension from a former employer, please send:

- Evidence of interest from savings if more than £300, and;
- Evidence of any other income

If your parent(s)/carer(s) are self-employed:

- Their Self-Assessment Tax Calculation (SA302) from HMRC for the year ended 5 April 2022 (2021-22) and;
- Child benefit letter from HMRC, and;
- Council tax bill for 21-22 and;
- Evidence of interest from savings if more than £300, and;
- Evidence of any other income

You will still need to send us the SA302 from HMRC when you receive it.

Any EMA award you receive will be made on a provisional basis until we receive the SA302. We can only pay EMA on a provisional basis until 31st December 2021. You must then send us the SA302 before 28 February 2022 to enable your payments to continue.

If your parent(s) or carer(s) receive benefits, state pension or pension credits and you do not have a Tax Credit Award Notice/Universal Credit Notice:

- We need a completed Certificate of Benefits. **Please contact the EMA Team on 01835 825108 and we will send the form by email to you along with further Guidance.**

Page 5

You are responsible for your EMA application and the information you have given us. We can only discuss your application with you. We cannot discuss your application or supply payment information to anyone else unless you give us authority to do so.

Please complete this page if you would like to give authority for us to speak to someone on your behalf.

NOTE: Remittance advice slips will be emailed to you (Please provide your email address in the space provided on the on-line form).

Page 6

Additional Information

Please use this space to provide any additional information in support of your application.

Page 7

Please read the declaration and sign your application before submitting it to us. Your parent(s) or guardian(s) should also read and sign the declaration.

Your application will be returned to you if it is not signed and dated.

What you now need to do:

1. Check you have fully completed and signed the form. EMA payments may be delayed if your application is incomplete or not signed.
2. If you do not have any of the evidence required at the point of completing the form please submit application form to us on its own –

**DO NOT WAIT UNTIL YOU HAVE COLLATED ALL EVIDENCE REQUIRED,
FAILURE TO DO THIS MAY AFFECT YOUR PAYMENTS IF YOU ARE
ELIGIBLE**

PLEASE DON'T FORGET TO SIGN YOUR APPLICATION

You should now submit your application.

**Please inform us immediately about any changes in your circumstances which
may affect your EMA by calling (01835) 825108**

EMA Team, Children & Young People's Services, Scottish Borders Council,
Headquarters, Newtown St.Boswells, TD6 0SA.

Other Information:

In-Year Assessment

If your application is unsuccessful because the household income is too high, you can apply for an In-Year Assessment if your household circumstances have changed since April 2021 and the date of your 2021/22 application.

If the current household income is less than that for the year ended 5 April 2021, for example because of unemployment, redundancy, ill-health or retirement you can ask us to review your application to make an In-Year assessment'. We will use an estimate of your household income for the year ended 5 April 2022 to work out if EMA is due.

An in-year assessment is treated as a **new application** and may affect the start date of your award if EMA is due.

Any EMA award you receive following an in-year assessment will be made on a provisional basis until **31st December 2021**.

PROVISIONAL APPLICATION (Self-Employed/In Year Assessments)

You must send us final income details before 28th February 2022. When we receive final income details we will review your entitlement to EMA.

- If the household income is **below** the EMA limit your EMA will continue.
- If the household income is **more** than the EMA limit, EMA will not be due and payments will stop.

Remember all provisional status applications and supporting documents must be received and approved by **28th February 2022** or the award will be refused.

Please contact us if you would like more information about provisional payments.

What happens when we receive your application?

- We will verify all documents received
- We will contact you if we need any additional information or if we need to check any of the details you have given us.
- If your application is successful we will send you an award Letter by email. We will also send you information about what you have to do next.
- If your application is unsuccessful we will tell you why. If you do not agree with our decision you can ask us to review it, you will need to tell us why you think our decision is wrong.

Autumn Intake

- If you are 16 or older before 30 September 2021 and we receive your application **before** 30 September 2021 - if you are entitled to EMA your award will be backdated to August 2021.
- If we receive your application **after** 30 September 2021 and you are entitled to EMA from August 2021, your award will be paid from the date we received your application. **It will not be backdated to August.**

Winter Intake

- If you become 16 years old between 1 October 2021 and 28 February 2022, you may be eligible for an EMA from 10th January 2022.
- If we receive your application on or **before** 28 February 2022 and you are entitled to EMA from January 2022, your award will be backdated to 10th January 2022.
- If we receive your application **after** 28 February 2022 and you are entitled to EMA, your award will only be paid from the date we received your application. **It will not be backdated to January 2022.**

No new applications will be accepted after 31 March 2022

DEADLINES - IMPORTANT

AUTUMN INTAKE - If you are 16 years+ between 1st March and 30th September - **Applications received by 30th September will be back dated to 16/08/2021.**

WINTER INTAKE - If you are 16 years between 1st October 2021 and 28th February 2022 – **Applications received by 28th February 2022 will be back dated to 10 January 2022.**

PROVISIONAL STATUS – If you are provisional status you must provide final income details by **28th February 2022** or your payments will not recommence.

Scottish Borders Council administer the EMA scheme for young people living in our area, we do this on behalf of the Scottish Government.

The Scottish Government is responsible for the EMA legislation and retains overall authority for the rules and regulations that arise from that.

These notes are for guidance only and reflect the position at the time of writing. They do not affect the right of appeal.

You can get this document on tape, in large print and various other formats by contacting us at the address below. In addition, contact us for information on language translations, additional copies or to arrange to meet us to explain any areas of this application that you would like clarified.

If you need help or more information about the application process please contact the EMA Team on 01835 825108.

Further information about EMA in Scotland is available at:

www.emascotland.com or www.scotborders.gov.uk

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