

Education Maintenance Allowance (EMA) 2022/23

Application Form

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



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.

2022/23 Calendar

April 2022	Application forms available for download from www.studentfinancewales.co.uk/ema
June 2022	Return your application with all required evidence before 30 June 2022 to make sure your EMA is agreed and ready for the start of your first term.
September 2022	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.
January 2023	2023
August 2023	We need to have received your completed application form and evidence before 31 August 2023 for you to be eligible for EMA in academic year 2022/23.



Section 1 Agreements and consent

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

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 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 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.
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
Now go to Section 2



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

 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

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

 - Now go to 1.2



Section 1 Agreements and consent (continued)

1.2 Third party details



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 Complete these details exactly as stated on your birth certificate, passport or deed poll. If any of your details change during the year you need to let us know.	Title Mr Mrs Miss Other Forename(s)
е	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
2.3	What language would you like us to use when we communicate with you?	English Welsh
2.4	Contact details	Home address
е	You need to send evidence, such as a photocopy of your household gas or electricity bill. Read the notes for a full list of what you can send.	
	The proof can be in your parent's/guardian's/partner's name.	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.	No – I am the student – go to 3.2 Yes – go to 3.3
3.2	Student payment details 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.	Account holder's name (student) Sort code Account number
3.2a	Is this a building society or credit union account?	No – go to Section 4 Yes – provide your: Building society roll/credit union membership number Now go to Section 4
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.	Account holder's name (third party) Sort code Account number
3.3a	Is this a building society or credit union account?	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 2022.

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?	No – go to 5.2
е	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.	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
е	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.	Date of expiry Day Month Year Forename(s) Surname Now continue to 6.1
5.2	Are you an Irish citizen?	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
5.3 e	Are you the family member of a UK national?	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?





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?

No – g	No – go to 5.7					
е	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 5.7				
	Yes-	Please provide your parent or step-parent's: Date of birth Day Month Year				
		Expiry date for pre-settled status - if applicable Day Month Year				
		Share code				
		Please provide your: Expiry date for pre-settled status - if applicable Day Month Year				
		Share 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 – 9	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 – g	jo to	5.8
			е	wor	ne person who is working, has ked or is looking for work in 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:

husband/wife/civil partner
child or step-child
parent(s)/step-parent(s) or other ascending or descending line family member (only applicable to EEA worker family members)
Provide details of their employment If they are currently working will they continue to work during your studies? If yes, give details of employment.
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
Status expiry - if applicable Day Month Year
Share code
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

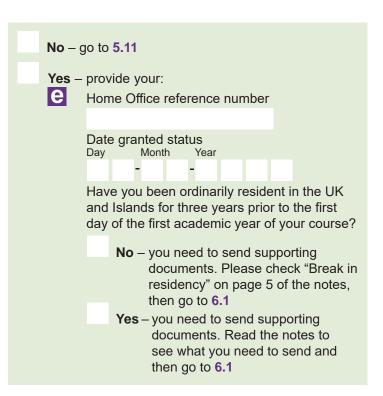
5.9 Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)?

No -	go to 5.10	
Yes		
	have been granted leave under the ARAP or ACRS.	
	have been granted leave in line with my amily member. My family member is my:	
	husband/wife/civil partner	
	parent or step-parent	
	Provide your: Home Office reference number	
	ieme emee reference nameer	
	Date latest status granted Day Month Year	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Date this status is due to expire Day Month Year	
	Have you lived outside the UK and Islands ince your latest status was granted?	
	No – go to Section 7	
	Yes – go to 6.2	

5.10 Do you have settled status in the UK?

By settled status we mean:

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





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5.11 Have you or a family member been granted Discretionary leave as a result of a failed asylum application?	Yes – 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
5.12 Have you or a family member been granted Discretionary leave (where no application for asylum has been made)?	No – go to 5.13 Yes – 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
5.13 Have you or a family member been granted leave to remain in the UK on the grounds of family life?	No – go to 5.14 Yes – 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**

5.14 Have you or a family member been granted No – go to 5.15 leave to remain in the UK on the grounds of Yes – Home Office reference number private life? Date latest status granted 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 **5.15** Have you or a family member been No - go to 5.16 granted leave to remain outside the Yes – Home Office reference number immigration rules? el Date latest status granted Day Month Year Date this status is due to expire 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 **5.16** Have you or a family member been granted No - go to 5.17 leave to remain as a Stateless Person? Yes – Home Office reference number e Date latest status granted 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**

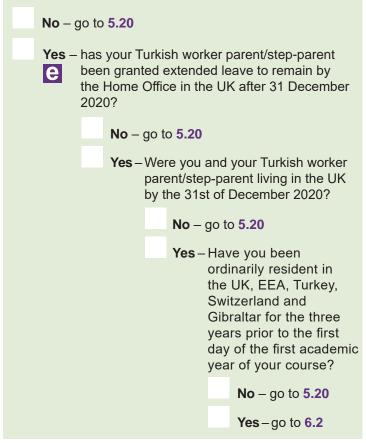
5.17 Have you or a family member been granted 'refugee status' in the UK or 'temporary protection status' in the UK?

No -	go to 5.18
Yes -	- 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 Humanitarian Protection?

No –	go to	5.19)							
Yes -	- Hom	ne Of	fice	refe	rence	nun	nber			
е				1010	. 01100	rion				
	Date Day	late	st st Mon		gran Year	ited				
		-			-					
	Date	this	stat		due Year	to e	xpire	Э		
		-			-					
		•			utside status				nds	
		No	– go	to S	Section	on 7				
		Yes	-go	o to (6.2					

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



5.20 Have you been granted leave to remain in the UK under Section 67 of the Immigration Act 2016 or are you the dependent child of someone who has?

No – (go to !	5.21					
Yes -	Home	e Office r	eferer	ice nu	ımber		
е							
	Date Day	status gr		ear			
	Day	-	-				
	Date Day	this statu Month		ue to	expire	9	
		-	-				
		you lived your late					ds
		No – go 1	to Sec	tion	7		
		Yes – go	to 6.2				



5.21 Have you been granted 'Calais leave' in the UK or are you the dependent child of someone who has?

No -	go to 5.22
Yes	- Home Office reference number
е	
	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 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 5.23
Ye	Home Office reference number
e	
	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

5.23 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 – 9	go to	5.24	ı.								
Yes -	Hon	ome Office reference number									
е											
	Date Day	e sta	tus ç Mon	grante th	ed Year						
			-		•						
	Date Day	e this	s stat Mon	tus is th	due Year	to e	xpire	Э			
			-								
		•		ed ou test s						nds	
		No	– go	to S	ectio	on 7					
		Yes	- g	o to 6	.2						

5.24 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

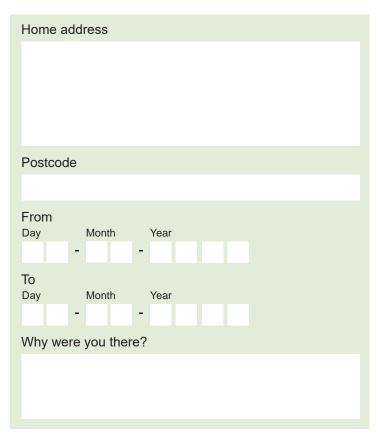
6.1 Tell us your address details for the last three years before the start of the first academic year of your course.

For example – if your course starts in September 2022, we need to know where you lived between 01/09/2019 and 01/09/2022. There should be no gaps in the dates you give us.

If you need more space, you can attach additional pieces of paper to this form.

Now go to **Section 7**

Home address
Postcode
From
Day Month Year
То
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.

NOTE

If you have been granted:

 indefinite leave to remain as the victim of domestic violence or abuse;

or

 indefinite leave to remain as a person who has been a bereaved partner

or

 leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

only provide address history from when you received the status. 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?					

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 e	You are an independent student. You need to send supporting documents to prove to send then go to Section 11	rove the statement ticked. Read the notes to see what you



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 including your National Insurance number.

Part B

Answer every question.

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/quardian 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.

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.

Personal details

Person 1	Person 2
----------	----------

Relationship to student (if you're the student write n/a)	Relationship to student
Forename	Forename
Surname	Surname
Please provide your NI number below	Please provide your NI number below
Date of birth Day Month Year	Date of birth Day Month Year
go to Part B	go to Part B



Part B

Financial information for tax year 2020-21

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 2020 and ending 5 April 2021.
- If you leave any question blank in Part B 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'.

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

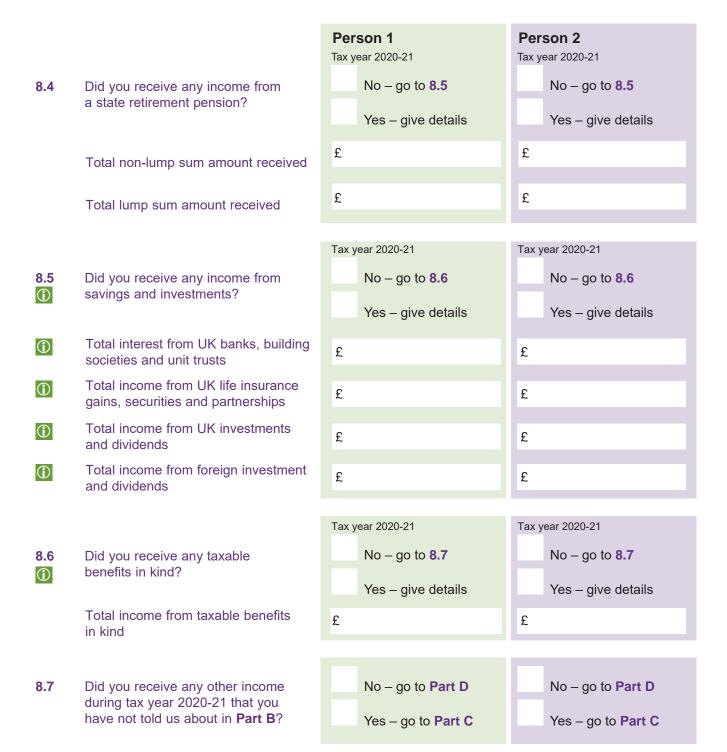
No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date.

What if my income has dropped since 2020-21?

- f your household income has permanently changed since tax year 2020-21, read page 21 of the notes for more information.

		Person 1 Tax year 2020-21	Person 2 Tax year 2020-21
8.1	Were you in receipt of Income Support or Income-related	No	No
	Employment and Support Allowance?	Yes	Yes
		Tax year 2020-21	Tax year 2020-21
8.2	Were you in receipt of Universal	No	No
	Credit?	Yes	Yes
		Tax year 2020-21	Tax year 2020-21
		Tax year 2020-21	Tax year 2020-21
8.3	Did you receive any income from salary, wages, taxable state benefits	No – go to 8.4	No – go to 8.4
	or from occupational or private pensions?	Yes – give details	Yes – give details
①	Total income from salary/wages	£	£
①	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.		







Part C

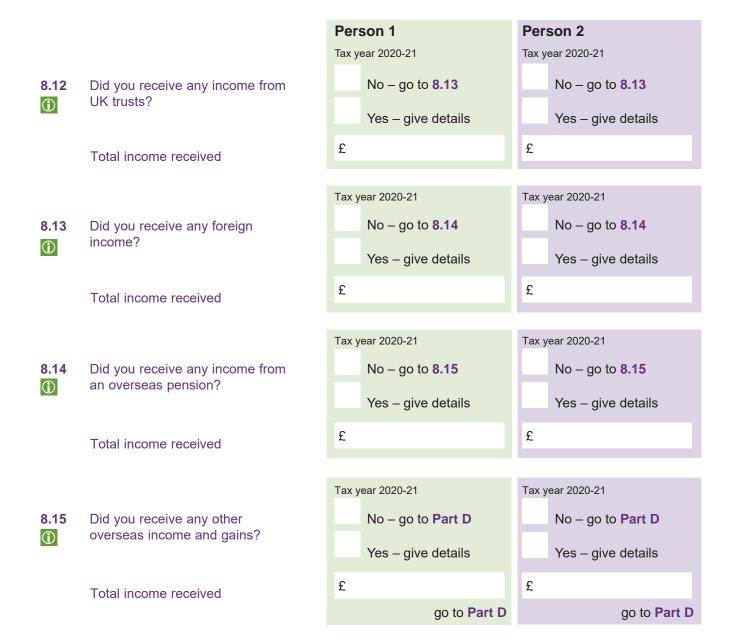
Any other income

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 2020 and ending 5 April 2021. • 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 2020-21 Tax year 2020-21 8.8 Did you receive any income from No - go to 8.9 No - go to 8.9 self-employment? **①** Yes - give details Yes – give details £ £ **(i)** Total adjusted profit from businesses £ £ Total adjusted profit from partnerships **(i)** Tax year 2020-21 Tax year 2020-21 No – go to **8.10** No - go to 8.10 8.9 Did you receive any income as a Minister of religion? **(i)** Yes - give details Yes – give details Total taxable income minus expenses that are not included on £ £ your P60 or P11D Tax year 2020-21 Tax year 2020-21 8.10 Did you receive any other taxable No – go to **8.11** No – go to **8.11 (i)** income or lump sums? Yes - give details Yes - give details £ £ Total income received Tax year 2020-21 Tax year 2020-21 8.11 Did you receive any income from No – go to **8.12** No - go to 8.12 property lettings? **(i)** Yes - give details Yes - give details £ £ Total income received







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 2020 and ending 5 April 2021.
- If you leave any question blank in Part D 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'.
- 8.16 Did you pay any private pension contributions?

Do not include any payments to a workplace pension.

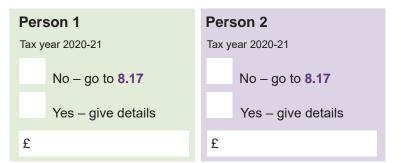
Total amount you paid

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

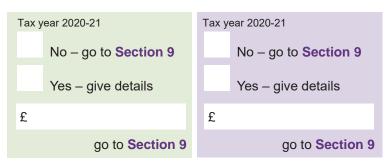
Total amount you paid

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

Total amount on which you claimed tax relief









Section 9 Student's family details

9.1 Is your total household income £20,817 No - go to 9.2 or less per year? Yes - go to Section 10 **9.2** Is your household income £23,077 or No – the applicant is not eligible for this less per year? 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 • aged 16, 17, 18, 19 or 20 on 1 September 2022, are in full-time further education and qualify for Child Benefit? **No** – the applicant is not eligible for this (i) allowance. Do not continue with this application. Yes - go to 9.3 Full name 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 Date of birth Day Month Year • aged 16, 17, 18, 19 or 20 on 1 September 2022, in full-time further education and qualify for Child Benefit. Full name **e** You need to send evidence for **each** young person you state. Read the notes to see what you need to send. Date of birth If you need more space, you can attach additional pieces of paper to this form. Day Month Year Full name Date of birth

Day

Month

Year



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 and home address 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 the next page 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 2022** 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

			ction

r	not will not affect your application for an EMA. If you do a Welsh Government develop its policies in the future.			
1	Do you consider yourself to have a disability?		Yes No	
2	What do you consider your nationality identity to be? (Choose as many or as few as apply.)	E	Welsh British Irish Scottish English Other	
3	Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic group.	Α	White British Any other white background	
		В	Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background	
		С	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	
	appropriate box to indicate your ethnic group.	C	Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background Black or Black British Caribbean African Any other black background Chinese or other ethnic group Chinese	





