

## Education Maintenance Allowance (EMA) EMA Agreement Form 2023/24

This is your Learning Agreement form.

School/College name

Student name

Student date of birth  
Day Month Year

Customer Reference Number

Additional information  Student ID No :

### Student Agreement

Please read this agreement carefully

We can only progress your application for EMA if your school or college has confirmed that you have signed and dated this agreement.

- I confirm that the information I have previously submitted is still correct and that I have notified any changes thereto in accordance with my original application terms.
- I understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against me.
- I understand that as part of the EMA, the information which I have provided maybe subject to review as part of a sample check.

### Preferred correspondence language

What language would you like us to use when we communicate with you?

English

Welsh

### Consent to share

Do you consent to your school or college sharing your information with your parent(s)/guardian(s) or partner?

Yes

No

### Extenuating Circumstances

Are you currently aware of any extenuating circumstances that may affect your attendance (for example, you help to provide care for a family member who is ill or disabled)?

Yes

No

You should inform your college if you become aware at any time of extenuating circumstances that may affect your attendance.

### Course Details

Course Title :

Now turn to the next page

## Attendance Criteria

- I agree to attend college in accordance with the College Attendance Policy.
- I understand that to receive my EMA payments I must attend my course, which must be a minimum of 12 hours of taught sessions per week, and my attendance must be 100%.
- I understand that a maximum of 10 days absence, per academic year, due to illness will be authorised for payment if I provide evidence to support these absences.
- I understand that an authorised absence is defined as a planned unavoidable absence, eg hospital appointment.
- I agree to check my attendance by accessing eDrac Learner;
- I will adhere to the Learner Code of Conduct ([www.gllm.ac.uk/policies](http://www.gllm.ac.uk/policies)).

## School/College checklist

This must be completed by the school/college to confirm that:

- You have explained to the student how the EMA scheme works, including attendance and achievement monitoring.
- You have explained to the student that they'll start getting their EMA payments when you confirm that they've signed their EMA Agreement.
- You will confirm that the student has signed their EMA Agreement on the Learning Centre Portal.
- You will confirm the students attendance on the Learning Centre Portal weekly.

### Student

Your full name  
(in BLOCK CAPITALS)

Your signature  Today's date 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

### School/College

Your full name  
(in BLOCK CAPITALS)

Your signature

Job Title  Today's date 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>