cyllid myfyrwyr cymru
student finance wales

Ariennir gan **Lywodraeth Cymru**
Funded by **Welsh Government**

Education Maintenance Allowance (EMA)

EMA Agreement Form 2026/27

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 :

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

- To receive EMA you must attend 100% of your timetabled lessons.
- You must be studying an eligible course. All eligible courses must be a programme of full-time academic or vocational education with at least 10 weeks' duration; and at least 12 guided contact hours per week (For example, if a course has 20 guided contact hours, you must attend all 20 hours to be in attendance for EMA purposes).
- Regular patterns of lateness may impact EMA payments.
- Unauthorised absences will impact EMA payments. EMA payment will be made for authorised absences with the following agreement : A learner can self certify illness by contacting the personal tutor to explain why they are unable to attend college. Self certification can be made for no more than 5 days for one consecutive period of illness. For periods of illnesses of over 5 days or for regular consecutive periods of illnesses a learner will require a letter from the GP or a medical professional and support will be provided by the college.
- Regular consecutive periods of illness will be monitored and EMA payments may be affected.
- Learner attendances will be monitored for patterns of absences and regular periods of illness, this may impact EMA payments.
- Should a learner self certify illness then the learner must contact their Programme Area as per the attendance agreement as outlined by the personal tutor. The college will aim to support all learners who miss college due to illness and work to ensure that learners can return to college as soon as possible to continue with their studies.
- Should a learner experience difficulties attending lessons on time or are experiencing regular illnesses it is important that you speak to your personal tutor or come into Learner Services for support.

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

School/College

Your full name (in BLOCK CAPITALS)

Your signature

Job Title

Today's date Day Month Year