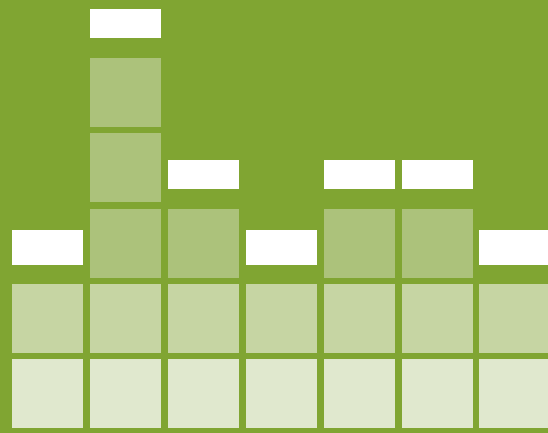


student finance wales  
cyllid myfyrwyr cymru



Ariennir gan  
Lywodraeth Cymru  
Funded by  
Welsh Government

# EMA



# Application Form for 2016/17

sound advice on

**STUDENT FINANCE**

# EMA

Education Maintenance  
Allowance 2016/17

# 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) 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.

## 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. All documents you send must be originals, we can't accept copies. We will send your originals back to you.

## 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.

## 2016/17 Calendar

March 2016	Application forms available for download from: <a href="http://www.studentfinancewales.co.uk/ema">www.studentfinancewales.co.uk/ema</a>
June 2016	Return your application with all required evidence before <b>30 June 2016</b> to make sure your EMA is agreed and ready for the start of your first term
September 2016	<b>Term starts</b> If you're applying late, you need to apply within 8 weeks of the start of your course to be able to get your payments backdated to the start of term
January 2017	<b>2017</b>
August 2017	We need to have received your completed application form and all your information and evidence before <b>31 August 2017</b> for you to be eligible for EMA in academic year 2016/17



If your household income is £23,078 or more do not complete this application form – you will not be eligible for this allowance.

# Section 1 Agreements


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

By authorised third party we mean someone who is able to provide evidence from a public body or a Power of Attorney confirming their status.

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 **Authorised Third Party Agreement A** below.

I am an **authorised third party** who is **only**:

-  completing this form on behalf of the student because they are unable to.

Complete the **Authorised 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 **Authorised 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 any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against you;
- you have read and understood the Data Protection Statement included on page 3 of the accompanying notes; and
- you have read and understood these statements.

Student full name (in BLOCK CAPITALS)

Today's date

DAY			-	MONTH			-	YEAR				

Student signature

   **Now skip to Section 2**

### 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
- 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**



# Section 1 Agreements (continued)

## 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  
[ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

Signature



Now go to 1.2

## 1.2 Third Party details

**e**

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 applicant.

Forename(s)

Surname

Home address

Postcode

Home phone number

Mobile phone number

Email address

Placeholder for internal reference number

## Section 2 Your details

**2.1** Customer Reference Number:  
(if you don't have one yet, leave this blank)

Placeholder for Customer Reference Number

**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

**e** 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.

Title  
 Mr  Mrs  Miss  Other

Forename(s)

Surname

Gender  
 Male  Female

Date of birth  
 DAY MONTH YEAR  
  -   -

Place of birth (the name of the town or village)

**2.3** Contact Details

**e** You need to send evidence, such as your household gas or electricity bill. Read the notes for a full list of what you can send.

Home address

Postcode

Home phone number

Mobile phone number (We may contact you by text message)

Email address

**2.4** What was the name of your first school?

If you ever need to call us we'll ask you for the answer you give to this question as a security check, you need to remember the answer you give!

Placeholder for the name of your first school

# 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 able to provide evidence from a public body or a Power of Attorney confirming their status.

## 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!

## 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!

**No** – go to **3.2**

**Yes** – go to **3.3**

Account holder's name (student)

  
  
Sort code  
 -  -   
  
Account number  
  
  
Building society roll/credit union membership number (if applicable)  
  

**Now go to Section 4**

Account holder's name (third party)

  
  
Sort code  
 -  -   
  
Account number  
  
  
Building society roll/credit union membership number (if applicable)  
  

**Now go to Section 4**

## Section 4 Your school or college details

### 4.1 Give details of where you intend to study from September 2016?

If you don't know where you'll study, give the details for your current school or college.

If these details change or you change where you'll study 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 Your nationality and residency details


## 5.1 Are you a UK national?

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

## 5.2 Do you have 'Settled Status' in the UK?

By 'Settled Status' we mean:

- you have a right of 'permanent residence' in the UK; **or**
- you have been granted 'indefinite leave to remain'; **or**
- you have a right of abode in the UK.

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

**No** – Go to **5.2**

**Yes** – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Switzerland

for three years prior to the first day of your course?

**No** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 6**.

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7**.

**No** – Go to **5.3**

**Yes** – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Switzerland

for three years prior to the first day of your course?

**No** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 6**.


**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7**.



## Section 5 Your nationality and residency details (continued)

### 5.3 Have you or a family member been granted 'Leave to Enter or Remain for Humanitarian Protection' or 'Discretionary Leave'?

Your family member must be your husband, wife, civil partner, parent, step parent, child or step-child

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

**No** – Go to [5.4](#)


**Yes** – Have you been ordinarily resident in the UK since this status was awarded?

**No** – Go to [5.4](#)

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 6**.

### 5.4 Do you or a family member have 'Refugee status in the UK' or 'EU temporary protection status' in the UK?

Your family member must be your husband, wife, civil partner, parent, step parent, child or step-child.

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.


**No** – Go to [5.5](#)

**Yes** – Have you been ordinarily resident in the UK since this status was awarded?

**No** – Go to [5.5](#)

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7**.

### 5.5 Are you an EU national?

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

**No** – Go to [5.6](#)


**Yes** – Have you been ordinarily resident in the UK for three years prior to the first day of your course?

**No** – Go to [5.6](#)

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7**.

## Section 5 Your nationality and residency details (continued)

### 5.6 Are you the child of a Turkish national who is working or has worked in the UK?

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

**No** – Go to **5.7**

**Yes** – Have you been ordinarily resident in either:


- the UK; **or**
- the EU/EEA; **or**
- Turkey

for three years prior to the first day of your course?

**No** – go to **5.7**

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7.**

### 5.7 Are you the child of a Swiss national?

 Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

**No** – Go to **5.8**

**Yes** – Will your Swiss national parent be living in the UK on the first day of the academic year?

**No** – go to **5.8**

**Yes** – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Switzerland

for three years prior to the first day of your course?

**No** – go to **5.8**

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7.**

## Section 5 Your nationality and residency details (continued)

**5.8** Are you or a family member an **EEA or Swiss national who is working/has worked or is looking for work in the UK?**

Your family member must be your husband, wife, civil partner, parent, step parent, child or step-child.



Read page 5 of the notes to understand what we mean by 'ordinarily resident'.

**5.9** Tick the box which applies to you.

**No** – Go to **5.9**

**Yes** – Have you been ordinarily resident in either:

- the UK; **or**
- the EU/EEA; **or**
- Turkey; **or**
- Switzerland

for three years prior to the first day of your course?

**No** – go to **5.9**

**Yes** – You need to send evidence, read the notes to see what you need to send and then **skip to Section 7.**



**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.**



You are not eligible for this grant. Do not continue with this application.

# Section 6 Your residence history

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

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

Home address

Postcode

From

DAY MONTH YEAR

To

DAY MONTH YEAR

Why were you there?

Home address

Postcode

From

DAY MONTH YEAR

To

DAY MONTH YEAR

Why were you there?

## Section 7 Your independence details

**7.1** Tick any of the following statements that apply to you and follow the instruction.

- I live under the care of a Local Authority or foster parent(s)
- I receive Income Support, income-related Employment and Support Allowance or Universal Credit in my own name
- I am responsible for a child
- I am currently in custody/detention within the Youth Justice System

**If you ticked any of the above.**

**e** You need to send evidence to prove each statement ticked. Read the notes to see what you need to send, then **skip to Section 11**.

**If you have not ticked any 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.  
**i** **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.**

# Section 8 Financial details

**Section 8 is divided into four parts. Read the following for a quick summary of each part.**

**Part A**

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 of your application.

**How to complete this section**

**If you are a single parent/guardian 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 10 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.

## Part A

### 8.1 Personal details

#### Person 1

Relationship to student

First name

Family name

Please provide your NI number below  
  -        -

Date of birth  
 DAY MONTH YEAR  
  -   -

[go to Part B](#)

#### Person 2

Relationship to student

First name

Family name

Please provide your NI number below  
  -        -

Date of birth  
 DAY MONTH YEAR  
  -   -

[go to Part B](#)

# Section 8 Financial details (continued)

## Part B

### Financial information for tax year 2014-15

#### 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 2014** and ending **5 April 2015**
- 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 2014-15?

- i** If your household income has permanently changed since tax year 2014-15, read
- e** page 10 of the notes for more information.

	Person 1 Tax year 2014-15	Person 2 Tax year 2014-15
<b>8.2</b> Were you in receipt of Income Support or income-related Employment and Support Allowance?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>8.3</b> Were you in receipt of Universal Credit?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>8.4</b> Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	<input type="checkbox"/> No – go to <b>8.5</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.5</b> <input type="checkbox"/> Yes – give details
<b>i</b> Total income from salary/wages	£ <input type="text"/>	£ <input type="text"/>
<b>i</b> Total income from taxable state benefits	£ <input type="text"/>	£ <input type="text"/>
Total income from occupational pension(s)	£ <input type="text"/>	£ <input type="text"/>
Total income from private pension(s)	£ <input type="text"/>	£ <input type="text"/>

## Section 8 Financial details (continued)

	<b>Person 1</b> Tax year 2014-15	<b>Person 2</b> Tax year 2014-15
<b>8.5</b> Did you receive any income from a state retirement pension?	<input type="checkbox"/> No – go to <b>8.6</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.6</b> <input type="checkbox"/> Yes – give details
Total non-lump sum amount received	£ <input type="text"/>	£ <input type="text"/>
Total lump sum amount received	£ <input type="text"/>	£ <input type="text"/>
<b>8.6</b>  Did you receive any income from savings and investments?	<input type="checkbox"/> No – go to <b>8.7</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.7</b> <input type="checkbox"/> Yes – give details
 Total <b>interest</b> from UK banks, building societies and unit trusts	£ <input type="text"/>	£ <input type="text"/>
 Total income from UK life insurance gains, securities and partnerships	£ <input type="text"/>	£ <input type="text"/>
 Total income from UK investments and dividends	£ <input type="text"/>	£ <input type="text"/>
 Total income from foreign investment and dividends	£ <input type="text"/>	£ <input type="text"/>
<b>8.7</b>  Did you receive any taxable benefits in kind?	<input type="checkbox"/> No – go to <b>8.8</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.8</b> <input type="checkbox"/> Yes – give details
Total income from taxable benefits in kind	£ <input type="text"/>	£ <input type="text"/>
<b>8.8</b> Did you receive <b>any</b> other income during tax year 2014-15 that you <b>have not</b> told us about in <b>Part B</b> ?	<input type="checkbox"/> No – go to <b>Part D</b> <input type="checkbox"/> Yes – go to <b>Part C</b>	<input type="checkbox"/> No – go to <b>Part D</b> <input type="checkbox"/> Yes – go to <b>Part C</b>



# Section 8 Financial details (continued)

## 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 2014** and ending **5 April 2015**
- 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 Tax year 2014-15	Person 2 Tax year 2014-15
<b>8.9</b> Did you receive any income from self-employment?	<input type="checkbox"/> No – go to <b>8.10</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.10</b> <input type="checkbox"/> Yes – give details
Total adjusted profit from businesses	£ <input type="text"/>	£ <input type="text"/>
Total adjusted profit from partnerships	£ <input type="text"/>	£ <input type="text"/>
<b>8.10</b> Did you receive any income as a Minister of religion?	<input type="checkbox"/> No – go to <b>8.11</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.11</b> <input type="checkbox"/> Yes – give details
Total taxable income minus expenses that are not included on your P60 or P11D	£ <input type="text"/>	£ <input type="text"/>
<b>8.11</b> Did you receive any other taxable income or lump sums?	<input type="checkbox"/> No – go to <b>8.12</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.12</b> <input type="checkbox"/> Yes – give details
Total income received	£ <input type="text"/>	£ <input type="text"/>
<b>8.12</b> Did you receive any income from property lettings?	<input type="checkbox"/> No – go to <b>8.13</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.13</b> <input type="checkbox"/> Yes – give details
Total income received	£ <input type="text"/>	£ <input type="text"/>

## Section 8 Financial details (continued)

**8.13** Did you receive any income from UK trusts?



### Person 1

Tax year 2014-15

No – go to **8.14**

Yes – give details

£

Total income received

### Person 2

Tax year 2014-15

No – go to **8.14**

Yes – give details

£

**8.14** Did you receive any foreign income?



No – go to **8.15**

Yes – give details

£

Total income received

No – go to **8.15**

Yes – give details

£

**8.15** Did you receive any income from an overseas pension?



No – go to **8.16**

Yes – give details

£

Total income received

No – go to **8.16**

Yes – give details

£

**8.16** Did you receive any other overseas income and gains?



No – go to **Part D**

Yes – give details

£

Total income received

go to **Part D**

No – go to **Part D**

Yes – give details

£


go to **Part D**

# Section 8 Financial details (continued)

## Part D 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 2014** and ending **5 April 2015**
- 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'.

	Person 1 Tax year 2014-15	Person 2 Tax year 2014-15
<b>8.17</b> Did you pay any private pension contributions?	<input type="checkbox"/> No – go to <b>8.18</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.18</b> <input type="checkbox"/> Yes – give details
Total amount you paid	£ <input type="text"/>	£ <input type="text"/>
<b>8.18</b> Did you pay any Additional Voluntary Contributions (AVCs)?	<input type="checkbox"/> No – go to <b>8.19</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>8.19</b> <input type="checkbox"/> Yes – give details
Total amount you paid	£ <input type="text"/>	£ <input type="text"/>
<b>8.19</b>  Did you have any allowable expenses on which you claimed tax relief?	<input type="checkbox"/> No – go to <b>Section 9</b> <input type="checkbox"/> Yes – give details	<input type="checkbox"/> No – go to <b>Section 9</b> <input type="checkbox"/> Yes – give details
Total amount on which you claimed tax relief	£ <input type="text"/> go to <b>Section 9</b>	£ <input type="text"/> go to <b>Section 9</b>

# Section 9 Your family details

**9.1** Is your total household income £20,817 or less per year?

- No** – go to **9.2**
- Yes** – go to **Section 10**

**9.2** Is your household income £23,077 or less per year?

- No** – The applicant is not eligible for this 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
- or**
- aged 16, 17, 18, 19 or 20 on 1 September 2016, are in full-time further education and qualify for Child Benefit.
- No** – The applicant is not eligible for this allowance. Do not continue with this application.
- Yes** – Go to **9.3**

**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

or

- aged 16, 17, 18, 19 or 20 on 1 September 2016, in full-time further education and qualify for Child Benefit.

**e** You need to send evidence for **each** young person you state. Read the notes to see what you need to send.

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

Full name

Date of birth

DAY			MONTH			YEAR				
		-			-					

Full name

Date of birth

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;
- you have read and understood the Data Protection Statement included on page 3 of the accompanying notes; and
- you have read and understood these statements.

Person 1	Person 2
Full name (in BLOCK CAPITALS) <input type="text"/>	Full name (in BLOCK CAPITALS) <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>
Today's date DAY      MONTH      YEAR <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Today's date DAY      MONTH      YEAR <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

 **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 original 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.

Some students' sponsor(s) will need to send evidence of any dependent 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 June 2016 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 your completed application and all evidence are weighed and the postage costs are fully paid.

**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**

## Before you go

**Please complete the equal opportunities questionnaire on the back page of this form.**

# Confidential

## Equal opportunities questionnaire

### How to complete this section

The following questions are voluntary – you do not have to answer them. Whether you answer them or not will not affect your application for an EMA. If you do answer, the information may be used to help the 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).

Welsh  British  
 Irish  Scottish  
 English  Other

3 Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic group.

**A** White  
 British  
 Any other white background

**B** Mixed  
 White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background

**C** 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