



## EDUCATION MAINTENANCE ALLOWANCE LEARNING AGREEMENT - SESSION 2019/20

Student's Name  Date of Birth

Address

Scottish Candidate Number  EMA Number

Establishment Name  Class No

The above named student, by signing the declaration at the end of this form, has agreed to adhere to the terms and conditions of Clackmannanshire Council's policy on Education Maintenance Allowances.

COURSE OF STUDY		
Subject	Level	Target Result

**ADDITIONAL INFORMATION - YOUNG CARERS ONLY**

I understand that I must meet the following conditions (please tick)

- I must maintain 100% attendance.
- I must arrive at school, registration and classes on time daily.
- I must follow in full the course and assessment requirements for the above course of study.
- I must ensure that my standard of behaviour matches the school's discipline policy.
- I must give immediate notification of the reasons for any absences (see Guide to EMA: Notes for Applicants)
- I must work hard to succeed in achieving my agreed targets.

If a student changes course or institution, he/she must seek appropriate careers advice, including consultation with Careers Scotland.

EMA payments for all S6 students will cease following the date of the final SQA examination for the academic year. EMA payments will continue to the end of the academic year for all S5 students who adhere to the terms and conditions of the scheme.

### DECLARATION - TO BE COMPLETED BY THE YOUNG PERSON

I accept the offer of the Education Maintenance Allowance made by Clackmannanshire Council, Education Services and I understand that my award may be stopped at any time if I fail to meet any of the EMA requirements. I also understand that I must refund any overpayment of EMA.

Signature of Young Person

Date

### PARENT/GUARDIAN'S COUNTER SIGNATURE

Signature of Parent/Guardian

Date

### TO BE COMPLETED BY THE ESTABLISHMENT

I hereby confirm that the above named student has agreed to comply with the terms and conditions of Clackmannanshire Council's policy on Education Maintenance Allowances. The school undertakes to monitor the progress and attendance of the student and to notify Clackmannanshire Council immediately of any difficulties in meeting the requirements of this learning agreement at any point in the school year.

Authorised Signature

Date

No of guided learning hours of course(s) per week

If student is currently in S4 please tick

If student is currently in S5 please tick

If student is currently in S6 please tick

### DATA PROTECTION ACT

The Council is under obligation to manage public funds properly. Accordingly, the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non payers of council tax and to improve the uptake of benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations which handle public funds.