



South  
Lanarkshire  
College  
East Kilbride

## **Education Maintenance Allowance Offer Condition of Award Session 2016/2017**

In response to your application, South Lanarkshire College can offer you an Education Maintenance Allowance. This is a student support scheme designed to assist students aged 16 to 18 years of age enrolled on non-advanced level further education courses. The scheme is administered by South Lanarkshire College on behalf of the Scottish Government.

The offer of award is based on the financial information supplied by you. The EMA covers maintenance only, Travel and Course Expenses will be dealt with separately under the colleges' Further Education Bursary scheme. You will receive full details of any award by a separate letter.

Ongoing payment of your EMA requires 100% attendance of planned classroom study from the student. Failure to achieve the 100% target in any week will result in the loss of that week's payment.

EMA payments will not be made during short-term holidays, see enclosed payments schedule.

The offer is made to you subject to the conditions contained within this letter and conditions within the Scottish Government Business Model. If the conditions are acceptable to you, you and your parent should sign the enclosed acceptance form and return it to your course tutor as soon as possible after the start date of your course.

**THE FOLLOWING CONDITIONS APPLY TO YOUR EMA AND YOUR ACCEPTANCE OF THIS OFFER RENDERS THEM BINDING UPON YOU:**

1. You shall attend for 100% of planned classroom study per week. **Continuing payment depends upon strictly 100% attendance.** No payment can be made for weeks that show attendance of less than 100%.

Only periods of illness covered by a **South Lanarkshire College On-line Self-certificate\*** or Medical Certificate may be set against the 100% attendance requirement. Only **FOUR** self-certificates will be accepted per twelve week teaching block (the maximum is therefore twelve per full academic session \*for full conditions, see the Bursary Section), after that Medical Certificates must then be submitted to cover any absence/illness. In all cases, certificates must be submitted immediately (within three college days of return) to the Bursary Officer.

\*This may now be done on the Student Attendance Module of the college Web Portal. This may be accessed via the following links - <https://myportal.slc.ac.uk/> or <http://www.slc.ac.uk/>

2. Should your aggregate attendance over any term fall below 90% the EMA will be reviewed.
3. You must have a signed Learning Agreement with South Lanarkshire College and adhere to the conditions of the agreement. The College will review the Learning Agreement for continuous EMA payment.
4. You must continue to make satisfactory progress and be of good conduct.
5. You are responsible for advising the College of any change in circumstances (e.g. bank details, address, etc.).
6. If the College ascertains that incorrect financial information has been provided by you, your parent(s)/guardian or any other person on your behalf the College may, at its discretion, reclaim from the student all or any part of the award made and reimburse the SFC.
7. You are responsible for advising the College if you decide to leave or change your course and should seek appropriate advice.
8. Details of the appeals procedure are detailed in the Scottish Government Business Model (<http://www.emascotland.com>).

Should you fail to comply with any of the conditions of the award, the College shall, without notice, be entitled to

- a) Require you to refund any or part of the EMA paid to you;
- b) Cancel any future payments;
- c) Cancel the EMA altogether.

If you are removed from the Education Maintenance Allowance scheme, this may also affect any bursary funding you may be in receipt of.

South Lanarkshire College is registered under the 1998 Data Protection Act. Under 'the Act,' the information supplied by you will be stored on a computer system by the College.