

**TERMS & CONDITIONS OF EDUCATION MAINTENANCE ALLOWANCE (EMA)
SCHEME SESSION 2023/2024**

1 ATTENDANCE: You must be enrolled on an eligible course and should endeavour to have full attendance each week, engage and progress at all stages of your course. You can view your attendance online using the College intranet. Payment may be affected if you do not engage in your studies.

2 ONLINE ABSENCE SELF-CERTIFICATES: You may sign yourself off using the College online self-certification system on Learnnet up to a maximum of 4 days per term. The term dates are as follows:

- **Term 1 22 August 2023 – 13 October 2023**
- **Term 2 30 October 2023 – 22 December 2023**
- **Term 3 8 January 2024 – 22 March 2024**
- **Term 4 8 April 2024 – 14 June 2024**

Please refer to the Student Funding Absence Procedure Frequently Asked Questions on College website for further information.

3 MEDICAL CERTIFICATES: Medical absences of more than 4 consecutive College days must be covered by a Doctors Certificate. In some cases a fee may be charged by your Doctor to obtain a Certificate – the decision as to whether you wish to obtain a Certificate when a fee is payable is for you to make. The College cannot reimburse you for any costs incurred in obtaining such a Certificate – however without appropriate paperwork you may not get paid.

Any long-term absence exceeding 6 weeks per term will result in a hold on EMA payments with referral to the relevant Curriculum Manager

4 LEARNING AGREEMENT: Reports on your progress, engagement and attendance will be obtained from your Personal Tutor throughout the period of your award. If you fail to adhere to any of the conditions on the Learning Agreement, payment of the award may be withheld without further warning.

5 PAYMENT: Payment of weekly maintenance allowance will be made in accordance with the Award Notice e-mailed to you. Payment will be made fortnightly in arrears and is subject to attendance, engagement and

conduct reports. Payment will be made by BACs direct to your bank account. Should you wish to change your bank account you should do so by logging back into your online funding account.

6 OVERPAYMENTS: If for any reason your award is overpaid you will be requested to refund such overpayment to the College. Where possible this will be deducted from the next EMA instalment due.

7 HOLIDAYS: Payment is not made during the short holiday weeks ie October, Christmas, February In-Service and Easter. You should refer to your Award Notice for details of payments. Should you decide to take a holiday during term time you should seek permission from your Curriculum Manager to be absent from College. However you will not automatically be paid for any pre-arranged holiday during term-time unless you have proved engagement and progression on your course

8 WITHDRAWAL FROM COURSE: You should notify the Student Funding Team in writing or by e-mail should you decide to withdraw from your course. Similarly you should inform us of any change to your personal circumstances which may affect the granting of this award.

9 PROVISIONAL AWARDS: Such awards are made where the Student Funding Team has been unable to obtain, or you have been temporarily unable to supply, details upon which final assessment can be made. Provisional awards may only be granted for a maximum period of 6 weeks.

10 APPEALS: Should you wish to appeal against your award you should do so in writing or by e-mail, stating your reasons for appeal, to the Student Funding Officer within 1 month of the date of issue of your Award Notice. If no agreement can be reached then appeals will be passed to the Executive Director of Finance & Strategic Planning.