

EMA APPLICATIONS FOR 2019/20.

Please find attached the link to enable you to see the application process:

<https://www.dundee.gov.uk/education/ema/>

Pupils looking to apply for EMA for 19/20 to do so via the Dundee City Council Website. **A new application is required each year.**

Pupils will find the link to the application form by searching for Education Maintenance Allowance, then selecting the option to apply for education maintenance allowance, and then selecting the link for Education Maintenance Application Form.

The form is interactive, so depending on how the pupil answers the questions, will determine what further questions require answering.

Ideally, the pupil will complete the application form along with their parent, however, they can save an application without submitting it if they need further information. Once they have answered all the relevant questions, they would submit the form online.

It is important that the pupil records their Scottish Candidate Number on the application form, as this unique number identifies the pupil with the application form.

The pupil should also clearly indicate (and there is a question on the online application), that they consent to the EMA team sharing information regarding their EMA awards, payments etc with their parents. We have had issues in the past where permission hasn't been granted and the parent calls to query the payments. In this circumstance, we are unable to give information to the parent. This is due to Data Protection.

Applications received are not likely to be worked on until August, so can you advise pupils not to contact the EMA staff until into September should they be looking for any updates.

Please also advise that the main form of contact will be to their email address, so they should regularly check their email for any updates.