



# Education Maintenance Allowance Rules 2020 – 2021

## To receive weekly payments, students must:

- Attend all timetabled classes for the week – including lectures, study support, key skills, work placements, course related trips/visits and tutorials.
- Follow the College Student Code of Conduct – on Moodle.

## General Information

- EMA Payments are only made for term time, not holidays.
- One unauthorised absence in a week, unacceptable behaviour, poor attendance, lateness or failure to hand in work on time can mean loss of payment for the whole week.
- If students are late for lessons by more than 15 minutes, EMA payments will be stopped.

**All absences are counted as unauthorised until proven otherwise.**

## Absence from College due to illness

**Students must phone in by 9.30am each day of absence on **01639 648640****

- Absence periods of more than five days require a medical certificate and must be discussed with the tutor on return.
- Regular absences may lead to loss of payment.
- EMA is not paid for periods of sickness lasting more than 2 weeks.

**Absence from College due to other reasons** (NB – these are not exhaustive lists, they are for guidance only)

**Authorised absence** must be booked **in advance with Student Services, with evidence provided**. Only one period of authorised absence is permitted per half term and high levels of absence will be investigated. Authorised absences may include:

- Medical appointments which **cannot** be made out of college hours – **you must keep this to a minimum – you should not take the whole day off for a short appointment.**
- A visit to a university open event
- Work placement which is part of the course and for which there is no payment.
- Attendance at a wedding or funeral of close family members
- Attendance at a probation meeting
- A driving test ( theory and practical ), but not driving lessons
- Student Forum/Course Review Meeting
- Severe disruption to transport
- Full-time care responsibilities

## Unauthorised absences may include:

- Holidays – these should be taken outside term time
- Part or full-time work training or placement that is **not** part of the course
- Leisure activities , Birthday or family celebrations, looking after siblings
- Driving lessons

## EMA Payments

Payments are made once a fortnight directly into your bank account. A list of payment dates for the College year is on the Finance notice board and on green cards available from Student Services.

**It is the student's responsibility to check that he/she is getting regular payments.**

**If there is a problem with your EMA, please contact Amanda in Student Services on extension 599 (Newtown College / Brecon Beacons College)**