cyllid myfyrwyr cymru
student finance wales

Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

Education Maintenance Allowance (EMA)

EMA Agreement Form 2022/23

This is your Learning Agreement form.

School/College name: NPTC Group of Colleges

Student name:

Student date of birth: Day Month Year

Customer Reference Number:

Additional information: Student ID -

Student Agreement

Please read this agreement carefully

We can only progress your application for EMA if your school or college has confirmed that you have signed and dated this agreement.

- I confirm that the information I have previously submitted is still correct and that I have notified any changes thereto in accordance with my original application terms.
- I understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against me.
- I understand that as part of the EMA, the information which I have provided maybe subject to review as part of a sample check.

Preferred correspondence language

What language would you like us to use when we communicate with you? ☐ English ☐ Welsh

Consent to share

Do you consent to your school or college sharing your information with your parent(s)/guardian(s) or partner? ☐ Yes ☐ No

Extenuating Circumstances

Are you currently aware of any extenuating circumstances that may affect your attendance (for example, you help to provide care for a family member who is ill or disabled)? ☐ Yes ☐ No

You should inform your college if you become aware at any time of extenuating circumstances that may affect your attendance.

Course Details

Course title -

Qualification type –

Campus studying at -

Student start date (this year) -

Now turn to the next page

Attendance Criteria

To receive EMA, you must:

You must attend all lessons and complete all classwork and coursework on time and to an acceptable standard.

Log sickness absence through EBS Prospect by 9.30am on each day of absence.

Book authorised absences (such as medical appointments) in advance on EBS Prospect with evidence. For more details of authorised and unauthorised absences, please see the EMA Guidance Notes.

Behave in accordance with the Student Entitlements and Code of Conduct

The Student Support Team will suspend/withhold your payments should you not comply with the above conditions. To appeal against a decision taken by the College about non-payment of EMA, please contact Student Support on studentsupport@nptcgroup.ac.uk.

By signing below, you are agreeing to the attendance criteria!

School/College checklist

This must be completed by the school/college to confirm that:

- ☐ You have explained to the student how the EMA scheme works, including attendance and achievement monitoring.
- ☐ You have explained to the student that they'll start getting their EMA payments when you confirm that they've signed their EMA Agreement.
- ☐ You will confirm that the student has signed their EMA Agreement on the Learning Centre Portal.
- ☐ You will confirm the students attendance on the Learning Centre Portal weekly.

Student

Your full name (in BLOCK CAPITALS)

Your signature

Today's date Day Month Year

School/College

Your full name (in BLOCK CAPITALS)

Your signature

Job Title

Today's date Day Month Year