



Department for the
Economy
An Roinn
Geilleagair
www.economy-ni.gov.uk



Department of
Education
www.education-ni.gov.uk

EDUCATION MAINTENANCE ALLOWANCE (EMA)

Application Notes

Academic year 2026/27

www.nidirect.gov.uk

**Apply
Now!**

How to use these notes

These notes are split into sections in the same way as the EMA Application Form, so you can find the information you need faster. You should keep these notes, there's a lot of useful information in here that might come in handy throughout the year.



Where you see this icon in the application form, there's extra **information** in these notes to help you.



Where you see this icon in the application form, it means that you need to send **evidence**. These notes will tell you exactly what we need from you. You should send **photocopies** of your evidence unless otherwise stated. We will return any original documents.

What is EMA?

Education Maintenance Allowance is a weekly allowance of £30 to help 16, 17, 18 and 19 year olds with the costs of further education.

Payments are made every 2 weeks as long as you continue to meet your school or college's attendance requirements.

Getting EMA won't affect any benefits you or your family already receive.

This application form cannot be taken as a promise to pay any sum in respect of EMA. The amount or availability of the allowance is dependent upon satisfying all the eligibility criteria of the scheme and the appropriate government funds being in place. It is not intended to create any legitimate expectation.

Who can get EMA?

You could get EMA if all the following statements apply to you:

- you're studying full-time at school or a minimum of 15 hours per week at a further education college on an eligible course;
- you're able to meet the nationality and residency requirements;
- you live in a household with an income of:
 - £20,500 or less, and you're the only young person;
 - or**
 - £22,500 or less, **and** there's at least one other young person in your household who qualifies for Child Benefit
- you have not already received the maximum allowance for the EMA scheme; and
- you're aged 16, 17, 18 or 19 on or between 2 July 2025 and 1 July 2026.

Additional help and information

For the most up-to-date information about EMA go to

www.nidirect.gov.uk/articles/education-maintenance-allowance-explained

If you need to speak to someone about applying for EMA you can call **0300 200 7089**

All our forms are available in Braille, large print or audio format. If you need these, you can request them by emailing your name, address and details of the format you require to brailleandlargefonts@slc.co.uk or call **0141 243 3686**.

Anything else?

If any of your circumstances change during the academic year, you need to call us on **0300 200 7089** and let us know.

Armed Forces

If you, your parent(s) or partner are serving in the armed forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted, this may not always be your country of residence at the time of the enlistment, for example, if you permanently live in another area of the UK and only moved due to the enlistment.

Section 1 Agreements and consent

Information Usage Summary

Student Finance NI is the student finance service provided by the Student Loans Company Limited (SLC) and the Education Authority, funded by the Northern Ireland Executive. The Department for the Economy (DfE) has made arrangements for certain functions relating to student finance applications to be exercised by SLC.

The information provided on this form will be used for the processing of the Education Maintenance Allowance application by the SLC and any subsequent administration relating to the funding. Each section that asks for your personal data is explained below:

- **Section 2 Student's details** – we will use the information you provide in this section to confirm your identity and if we need to contact you or your nominated third party.
- **Section 3 Your payment details** – we will only use the information you provide in this section if we need to make payments to you or your nominated third party.
- **Section 4 Student's school or college details** – we will use the information you provide in this section to work out if you are getting any educational funding from other sources and if are studying at a school/ college that is eligible to receive EMA.
- **Section 5 Student's nationality and residency details** – we will use the information you provide in this section to work out if you are eligible to receive EMA and to confirm your identity.
- **Section 6 Student's residence history** – we will use the information you provide in this section to work out if you are eligible to receive EMA based on your residence history.
- **Section 7 Student's independence details** – we will use the information you provide in this section to work out if you are dependent or independent. This is important because we will then be able to ask you for the specific financial information and/or evidence we need to work out if you are eligible to receive EMA.
- **Section 8 Financial details** – we will only use the information you and/or your parent(s)/partner provide in this section to work out if you are eligible for EMA based on your household income. This means sharing some of the data with HMRC.
- **Section 9 Student's family details** – we will only use the information you and your family provide in this section to work out if you are eligible for EMA based on your household income.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our Privacy Notice available online at

www.nidirect.gov.uk/publications/education-maintenance-allowance-application-forms-and-guidance-notes

If you don't have internet access, please call us on **0300 200 7089** and we can send a copy to you.

Section 1 Agreements and consent (continued)

1.1 Authorised third party



By authorised third party we mean someone who is authorised to act and/or receive payments on the student's behalf. Evidence is required such as documentation from a local authority or a Power of Attorney. **See 1.2 below.**

1.2 Authorised third party



We need to see proof that you are authorised to act and/or hold funds on behalf of the student, send us:

- documentation from a public body (for example the Department of Health) or a Power of Attorney confirming that you are authorised to act and/or accept payments on the student's behalf.

Examples include:

- a statement of the student's special educational needs; **or**
- a letter showing you receive Disability Living Allowance (DLA) on behalf of the student; **or**
- a letter showing you receive a Personal Independence Payment (PIP) on behalf of the student.

Section 2 Student's details

2.2 Personal details



If your name has changed from the one shown on your documents, you'll need to also send us proof of your name change, this can be either:

- your marriage certificate; **or**
- a deed poll.

All evidence items you send must be **originals**.

2.3 Contact details



We need photocopied proof that you live at this address, send us:

- a gas, electricity or similar bill, dated within the last three months; **or**
- your Rates letter for the current year; **or**
- your Universal Credit statement

The proof can be in your parent's/guardian's/partner's name.

Section 4 Student's school or college details

- 4.1**  Already receiving/approved for a Further Education (FE) Grant from the Department for the Economy or a Department of Agriculture, Environment and Rural Affairs (DAERA) Bursary

You cannot receive EMA payments for the course you are applying for if you have been approved for, or are currently receiving, either of these types of funding.

If you are found to be in receipt of EMA and either of these funding sources you will have to repay any EMA payments you've received.

Section 5 Student's nationality and residency details



EU and EEA nationals

An up-to-date list of all EU and EEA member countries is available at: www.homeoffice.gov.uk



Ordinarily resident

By 'ordinarily resident' we mean that you normally and lawfully live in the UK, EEA, Switzerland and Gibraltar through choice. If you have moved to the UK for education purposes, you must have been ordinarily resident in the EEA, Switzerland and Gibraltar prior to becoming ordinarily resident in the UK.



Break in residency

If you have not been ordinarily resident for the period required, you may still be eligible for funding if you can show the break was temporary and you were planning on returning to the UK. If the break in residency was due to active service in the Armed Forces, you are still considered to be resident in the UK.

Examples of acceptable temporary breaks are:

- gap year
- voluntary work overseas
- parents working abroad on a temporary contract of employment

You need to send us evidence which can include but is not limited to:

- a letter from your learning provider confirming your gap year
- a letter from the employer on headed paper confirming your temporary employment and the dates worked
- a letter from the Armed Forces if applicable
- temporary visas or work permits in addition to the above

You must also be resident in Northern Ireland on the first day of the first academic year of your course to be able to get EMA. If you have a protection based residency status, you should be resident on the first day of your course. If you need to send us your Biometric Residence Permit as evidence for any question in this section, be assured that we will only use it to validate your identity and residency status, no other data from it will be used or stored.

Direct descendants and direct relatives in the ascending line

A direct descendant is the child, grandchild, great-grandchild and so on, of a person. You are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is the parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

5.1 UK national



If you hold a valid UK passport enter these details. This means you don't need to send your passport to us.

If you don't hold a valid UK passport, you need to send us your original birth certificate.

We are unable to accept an expired passport as proof of your identity.

5.2 Irish citizen



You need to send us:

- your original valid ROI passport; or
- your original birth certificate.

We are unable to accept an expired passport as proof of your identity.

Section 5 Student's nationality and residency details (continued)

5.3 Family member of a UK national or person with settled status in the UK

5.4 Family member of a UK national or person with settled status in the UK - continued



By family member, you must be the:

- husband, wife, civil partner; **or**
- child or step-child or other direct descendant of a UK national or person with settled status in the UK.

Settled status can be one of the following:

- Indefinite leave to enter or leave to remain;
- Settled status under the EU Settlement Scheme;
- British citizens;
- Irish citizens.

You must send your UK national family members passport or Biometric Residence Permit (if they have settled status in the UK) and also send proof of your relationship to the UK national or person with settled status in the UK. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you or the UK national are a step-child.

If you are claiming student finance as the direct descendant of a UK national or someone with settled status in the UK, you must be under the age of 21; or a dependant of the person or the person's spouse or civil partner.

You need to give us some details about your identity and residency at question **5.28**.

Section 5 Student's nationality and residency details (continued)

- 5.5**  Afghan Relocations and Assistance Policy (ARAP), the Afghan Citizens Resettlement Scheme (ACRS) or the Afghanistan Response Route (ARR)

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

Expiry date

If you were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If your family member was granted this leave

You should send evidence of your relationship to the person who holds the status.

Expiry date

If your:

- husband, wife, civil partner; or
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

You need to give us some details about you and your family member's identity and residency at question **5.31**.

Afghan Locally Employed Staff Ex-Gratia Scheme

This scheme was for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

Section 5 Student's nationality and residency details (continued)

5.6 Settled or pre-settled status under the EU Settlement Scheme



Evidence that you are a family member of an EU national

(This evidence is not required if you have settled status and have been living in the UK and Islands for three years before the first academic year of your course.)

To get student finance as the family member of an EU national, you must have been granted settled status or pre-settled status through the EU Settlement Scheme.

By family member you must be the:

- husband/ wife/ civil partner of the EU national; **or**
- dependent parent/ step-parent or other dependent direct relative in the ascending line of the EU national; **or**
- child/ step-child or other direct descendant of the EU national (you must be under 21 or dependent on the EU national).

You must also send proof of your relationship to the EU national. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the EU national's name; **and**
- the marriage or civil partnership certificate if you or the EU national are a step-child.

You need to give us some details about your identity and residency at question **5.28**.

5.7 Child of a Swiss national



You and your parent or step-parent must have been granted settled or pre-settled status through the EU Settlement Scheme. You must have pre-settled status and be ordinarily resident in the UK, Gibraltar, the EEA or Switzerland for three years prior to the first day of your first academic year.

You must also send us your birth certificate or equivalent as proof of your relationship.

To get student finance as the child of a Swiss national, your Swiss national parent must be resident in the UK on the first day of the academic year of your course. We need a signed letter from your Swiss national parent stating their UK address, and that they live there on the first day of the first academic year of your course. They must also send one of the following documents:

- Bank statement
- Payslip
- Tenancy agreement/mortgage statement
- Utility bill
- Local authority correspondence
- Government department correspondence

You need to give us some details about you and your family member's identity and residency at question **5.29**.

Section 5 Student's nationality and residency details (continued)

5.8 Non-UK or non-Irish family member of an Irish citizen or Person of Northern Ireland

To get student finance as the non-UK or non-Irish family member of an Irish citizen or a Person of Northern Ireland, you must have been granted settled status or pre-settled status through the EU Settlement Scheme.

By family member, you must be the:

- husband, wife, civil partner; **or**
- child or step-child or other ascending or descending line family member

of an Irish citizen or a Person of Northern Ireland.

You must also send proof of your relationship to the Irish citizen or a Person of Northern Ireland. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK or EU national's name; **and**
- the marriage or civil partnership certificate if you or the UK or EU national are a step-child.

If you are claiming student finance as the direct descendant of an Irish Citizen or a Person or Northern Ireland, you must be under the age of 21; or a dependant of the person or the person's spouse or civil partner.

You need to give us some details about you and your family member's identity and residency at question **5.29**.

Section 5 Student's nationality and residency details (continued)

5.9 EEA or Swiss national migrant worker



To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have been granted settled or pre-settled status through the EU Settlement Scheme.

As proof of the current employment status of the EEA or Swiss national who is working, has worked or is looking for work, one of the following must be provided as evidence:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

You must also send us your birth certificate or equivalent as proof of your relationship

If your child, son, daughter-in-law, child's civil partner or other direct descendant is the worker you must be dependent on them.

If you are the direct descendant of an EEA national, you must be under 21, or a dependant of the person or the person's spouse or civil partner. This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

If you or your family member are a Frontier Worker, please send the Frontier Worker permit or equivalent evidence.

If you were granted this leave

You need to give us some details about your identity and residency at question **5.28**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **5.29**.

Section 5 Student's nationality and residency details (continued)

5.10 Settled status (indefinite leave to enter or remain or right of abode)



Settled status means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have been granted indefinite leave to remain.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office at **www.homeoffice.gov.uk**

You need to give us some details about your identity and residency at question **5.28**.

5.11 Family member of an EEA or Swiss national who entered the UK before 31 December 2020



To get student finance as the family member of an EEA or Swiss national, your family member must have settled or pre-settled status in the UK. You must have made an application to the EU Settlement Scheme upon arrival in the UK.

You must also send us your birth certificate or equivalent as proof of your relationship.

You need to give us some details about you and your family member's identity and residency at question **5.29**.

Section 5 Student's nationality and residency details (continued)

5.12 Discretionary Leave to Remain - failed asylum application

5.13 Discretionary Leave to Remain - no asylum application



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted Discretionary Leave to Remain without an expiry date, you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **5.31**.

Section 5 Student's nationality and residency details (continued)

5.14 Stateless Person



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a person granted leave to remain as a Stateless Person, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted leave to remain as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **5.31**.

5.15 Ukraine Schemes



If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you. You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

You need to give us some details about you and your family member's identity and residency at question **5.31**.

Section 5 Student's nationality and residency details (continued)

5.16 Refugee Status



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **5.31**.

5.17 Humanitarian Protection



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **5.31**.

Section 5 Student's nationality and residency details (continued)

5.18 Child of a Turkish Worker



To get student finance as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course. You must be ordinarily resident in the UK, Gibraltar, EEA, Switzerland or Turkey for three years prior to the first day of your first academic year.

You must also send us your birth certificate or equivalent.

As proof of your parent's employment in the UK, you must send their contract of employment.

You must also send the Home Office letter confirming your parent has extended leave to remain in the UK after 31 December 2020.

You need to give us some details about you and your family member's identity and residency at question **5.29**.

5.19 Leave to remain in the UK under Section 67



You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about your identity and residency at question **5.30**.

5.20 Calais Leave



You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about your identity and residency at question **5.30**.

5.21 Indefinite leave to enter or remain as a victim of domestic violence



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a person granted indefinite leave to enter or remain in the UK as a victim of domestic violence or abuse:

- you must have a form of indefinite leave to enter or remain;
- you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office; and
- you must have been their child at the time of your parent's application for indefinite leave to enter or remain.

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your parent/step-parent was granted this leave

You need to give us some details about you and your parent/step-parent's identity and residency at question **5.31**.

Section 5 Student's nationality and residency details (continued)

5.22 Indefinite leave to remain as a bereaved partner



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a person granted indefinite leave to remain in the UK as a bereaved partner:

- you must have a form of indefinite leave to remain;
- you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office; and
- you must have been their child at the time of your parent's application for indefinite leave to remain.

If you were granted this leave

You need to give us some details about your identity and residency at question **5.30**.

If your parent/step-parent was granted this leave

You need to give us some details about you and your parent/step-parent's identity and residency at question **5.31**.

5.23 Long residency - under 18

5.24 Long residency - 18 and over

5.25



To be eligible for support under the long residence category you must have lawful ordinary residence in the UK and Islands for the three year period before the first day of the first academic year of your course and must be resident in Northern Ireland on the first day of the first academic year of your course. This means you must have held a form of leave to remain issued by the Home Office for the whole of the three year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must also have lived in the UK for at least seven years.

If you are 18 or above on the first day of the first academic year of your course, you must also have lived in the UK for at least half of your life or 20 years.

You should also send any of the following:

- School letter and records on headed paper, signed by the Deputy Head or Head Teacher within the school. The letter and records should confirm dates you were in attendance of the school.
- Letter from a GP.
- Confirmation of university/college attendance.
- Rates bill
- Payslips/P60/P45/self-assessed tax return.
- Confirmation of employment from your employer. This should be on company headed paper and signed by a senior member of staff with contact details provided.

You need to give us some details about your identity and residency at question **5.25**.

If your leave to remain in the UK expires while you're studying, we'll ask you to send us documents to show that you have a new form of leave.

Section 5 Student's nationality and residency details (continued)

5.26 EU national, family member of an EU or UK national resident in Gibraltar



To get student finance as an EU national, you must provide evidence to show you are an EU national, by sending us your original EU passport or national identity card.

By family member you must be the:

- husband/ wife/ civil partner of the UK or EU national; **or**
- dependent parent/ step-parent or other dependent direct relative in the ascending line of the UK or EU national; **or**
- child/ step-child or other direct descendant of the UK or EU national (you must be under 21 or dependent on the UK or EU national)

You must provide evidence to show you are the family member of an EU national or UK national by sending their original UK or EU passport or national identity card. You must also send proof of your relationship to the EU national or UK national. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the EU national's or UK national's name; **and**
- the marriage or civil partnership certificate if you or the EU national or the UK national are a step-child.

To prove your immigration status, you must provide evidence to show your resident status in Gibraltar, by sending us your Gibraltar residence permit.

You need to give us some details about your identity and residency at question **5.28**.

Section 7 Student's independence details

7.2 I think I should be an independent student



If you've been advised to continue as a dependent student (i.e. you're financially dependent on your parent/guardian) but still consider yourself an independent student – call us on **0300 200 7089** to discuss your situation.

7.3 Living under the care of the Department of Health or foster parent(s)



For any three-month period ending on or after the date on which you reached the age of 16 and before the 1 September 2026, you have lived under the care of the Department of Health or foster parents, but you have not been under the legal care of your parents.

You need to send us:

A letter on headed paper from the Department of Health which confirms you are living under their care or with foster parents.

This letter must also confirm your current address; and must be signed by an official from the Department of Health and include an official stamp.

 Receiving Income Support, income related Employment and Support Allowance, or Universal Credit in your own name

You need to send us:

- your current benefits statement for 6 April 2025 to 5 April 2026; **or**
- your Universal Credit statement for 6 April 2025 to 5 April 2026.

 Responsible for a child

You need to send us:

- your most recent Child Benefit statement; **or**
- your most recent Universal Credit statement; **or**
- your child's **original** birth certificate.

Section 8 Financial details

Part B



Data sharing and you

We will check your National Insurance (NI) number with HM Revenue & Customs. This information will be kept securely and held strictly under the provisions of the applicable data protection legislation in the UK.

If you don't have an NI number you must provide copies of your financial documents. If you didn't have any income for the tax year 2024-25, you need to provide:

- a letter from you confirming that you had no income for the tax year 2024-25; or
- a letter from any third parties who were supporting you during the tax year (such as a partner)

The letter must be signed and dated in order for it to be accepted.

Financial information for tax year 2024-25



If your household income has



permanently dropped since 2024-25

To be eligible to get EMA payments your total household income amount must be:

- £20,500 or less, and the student is the only young person; **or**
- £22,500 or less, **and** there's more than one young person who qualifies for Child Benefit in the household.

If in tax year 2024-25 you earned over this threshold, but since then your income has permanently dropped below it, you can be considered for EMA using your current household income. This can include if a lump-sum payment, such as backdated pay, had taken your income over the threshold.

We need proof of your current household income; you need to send us:

- your latest Universal Credit Award letter; **or**
- your pay slips for last 3 months.
- **If self assessed** - a letter from your accountant on headed paper that states your last three months' income. This letter must be signed and dated.

If your Universal Credit Award Notice shows any income from taxable benefits or employment, you must also send evidence of this income.

And proof to show that your household income has permanently dropped; send us:

- your P45; **or**
- your redundancy letter; **or**
- a letter from your employer on headed paper that explains the permanent drop in income. This letter must be signed and dated.

If there are two parents/guardians in your household

If the income has dropped for one parent/guardian, the other must also provide evidence of their earnings.

Section 8 Financial details (continued)

Part C

Other income for tax year 2024-25

- 8.8** Income in the UK that HMRC doesn't know about



Please give financial information for tax year 2024-25. Normally, this is the year ending 5 April 2025, but may differ if your employer or business has a tax year which does not end in April.

For any income paid in a foreign currency, please state the equivalent in pounds sterling.

You may have earned under the threshold to declare this income to HMRC, but this will still be used to calculate the student's entitlement.

Part D

Income from overseas or the Republic of Ireland in tax year 2024-25

- 8.10** Income from overseas or the Republic of Ireland



You only have to tell us about any income earned overseas or in the Republic of Ireland that you have not already disclosed to HMRC as part of your self-assessment.

a Total income from salary/wages/self-employment

You'll need to provide copies of your tax documents from the relevant country confirming the income amount for the 2024-25 tax year.

b Total income from state benefits

You'll need to provide copies of your benefits documents, from the relevant country, confirming the total taxable benefit(s) you received for the 2024-25 tax year.

c Total income from occupational, private or state pension(s)

You'll need to provide copies of your pension documents, from the relevant country, confirming the total taxable pension(s) amount you received for the 2024-25 tax year.

Part E



Income deductions

If you did not pay any private pension contributions or additional voluntary contributions.
You don't need to provide evidence of this.

If you paid any private pension contributions or additional voluntary contributions.
The evidence you need to provide can be found in the table below.

Deduction type	Evidence required
Private pension contribution	Tax Return (all pages) or Statement from Pension Provider
Additional voluntary contributions	Confirmation from DWP of Amount of Pension Paid, Tax Return (all pages) or a P60

Section 9 Student's family details

9.2 Ineligible as earning over the maximum threshold for EMA entitlement



To be eligible to get EMA payments your total household income amount must be:

- £20,500 or less, and the student is the only young person; **or**
- £22,500 or less, **and** there's more than one young person who qualifies for Child Benefit in the household.

If you want to speak to someone about your specific situation you can call **0300 200 7089**.

9.3 Other young people in the household who are:



- under the age of 16 and qualify for Child Benefit
- or**
- aged 16, 17, 18, 19 or 20 on 1 September 2026, in full-time further education **and** qualify for Child Benefit

You need to send evidence for each child you named in 9.3.

If they're under 16, send us:

- your household's most recent Child Benefit statement; **or**
- the child's birth certificate; **or**
- your household's Universal Credit statement that lists each young person.

If they're 16, 17, 18, 19 or 20, send us:

- your household's most recent Child Benefit statement; **or**
- your household's Universal Credit statement that lists each young person; **or**
- the child's birth certificate **and** a confirmation of enrolment or award from a Further Education Institution as proof that the child has been accepted onto a course.

Send the form

Return your completed form and supporting evidence to the address below:

**EMA Customer Services
PO Box 5591
Glasgow
G52 9BJ**

Remember to ask for proof of postage when sending your form.

Please use this address to send us your application and evidence. Returning these to any other address may result in delays with your application.

Additional Information

When will I get paid?

Before we can make payments:

- you must agree and sign your EMA Agreement with your school or college;
- and**
- your school or college must tell us you have been in attendance.

We'll pay you every 2 weeks on a Monday.

For example, if you're approved to receive EMA and your school or college confirms your attendance, we'll pay you £60 every 2 weeks.

If your next payment day falls on a bank holiday we'll pay you on the next working day. If you've given your mobile phone number in section 2, we'll text you to let you know when you'll get your EMA.

You won't get EMA payments during term holidays as EMA is not paid when your school or college is closed.

How do I make a complaint?

Problems can usually be settled quickly and easily by simply telephoning the department you've been dealing with, explaining your problem and asking to have it resolved. If this doesn't resolve the problem to your satisfaction, or you believe that this approach may be inappropriate, you can make a complaint in one of the following ways.

- By writing to:
Customer Relations Unit
Student Loans Company
10 Clyde Place, Glasgow, G5 8DF
- By telephoning the department you last dealt with and asking for a telephone complaint to be logged.
- By emailing **customer_complaints@slc.co.uk**

Remember to quote your Customer Reference Number (if you have one) in all correspondence.

If you feel that you've suffered as a result of maladministration or a service failure in relation to your application or assessment, you've the right to make a complaint directly to the Northern Ireland Ombudsman's Office.

Appeals

If you want to appeal a decision about your eligibility for EMA, you should first contact the EMA Customer Services Team by calling **0300 200 7089**, or emailing **ema_ni@slc.co.uk**

Further appeals should be sent in writing with supporting evidence to:

Department for the Economy's Head of Student Support
Adelaide House
39-49 Adelaide Street, Belfast, BT2 8FD
or by email to **studentsupport@economy-ni.gov.uk**

Remember to ask for proof of postage when sending your form. Appeals related to a lost or late application can only be considered where there is proof of postage.