Part 2: Walkthrough of EMA application form. Introduction

- This module will provide advice on how to complete an EMA application form.

- Part 2 contains a high level walkthrough of each page of the application form highlighting all of the Mandatory Fields that must be completed.

- Additional information on completing each section is provided in the comment boxes to the right of each question.

- General advice on who should complete which parts of the application form is also given.

- Please note that this pack is designed to answer basic queries. If you encounter detailed queries that are not addressed in this pack, or the application form guidance notes, please advise the applicant or their parent / carer to contact the EMA helpline on 080 810 16219.
The application form consists of 3 distinct parts:

**Part A** of the form is for learner details and must be completed in all cases.

**Part B** should only be completed by the adults responsible for the young person.

**Part C** should only be completed if the applicant’s household was in receipt of DWP benefits. Part C must be completed by the DWP.

**Data Protection** - where the young person needs further assistance completing the form, the onus should be on the learner or their carers to contact the helpline.

**All information is correct at the time of going to press and may be subject to change.**

**Navigation of the form:**

**Red boxes** on the form provide instructions and advise which sections of the form the applicant should complete.

**Orange boxes** on the form provide additional information and guidance and are a good starting point for further advice when completing the form. To support this information, there are the guidance notes that are issued with each application and the National Helpline which can be contacted on 080 810 16219.

The application form may be blank or have pre-printed details at the top of Page 1.

When the form does not have any pre-printed details at the top of this page, additional mandatory fields will need to be completed on Page 2 of the form.
Questions A1, A2 and A3 must be completed when there are no pre-printed details at the top of Page 1.

Question A4 is not a mandatory field; however, contact details for the young person can be invaluable should the application require further attention e.g. an incomplete application.

Question A5 should only be completed when a young person is applying for their second Year of EMA.

Question A6 captures bank details.

- The account should be in the young person’s name.
- A valid bank proof would be required to verify the details shown at Question A6.
- This proof can be a bank statement, a letter from the bank or the Banking Proforma from the back of the guidance notes completed by the young person’s bank or building society.
- We do not accept Post Office Card Accounts – as they will not accept BACS transfers from EMA.

Question A5 or A6 must be completed in all instances.
Questions A7 to A10 are for the young person to indicate their personal circumstances. Additional information is shown in the orange boxes underneath each question and indicates the additional evidence that would be required to process their application.

The red notes under each of the check boxes advise the applicant which questions they should complete next.

Question A11 is not mandatory.

The check boxes at Question A11 will determine the amount of contact the young person receives from the LSC with regards to surveys and research and / or courses and learning opportunities.
Question A12 – Equal opportunities

The answers given here will have no bearing on the young person’s eligibility for EMA, the crossing of the boxes will be used for survey purposes and to ensure that we are reaching all sections of the community, therefore, we would ask that it is completed.

Question A13 – young person declaration

Before signing, the young person must read the declaration.

The signature provided must be that of the young person applying for EMA (although special circumstances apply if the young person is unable to sign the declaration – these cases should be referred to the helpline on 080 810 16219)

Please note - applications for a young person in Local Authority Care, those living with Foster Parents or where a young person is a Care Leaver will be complete at this stage. The application will need to be supported by a letter from the Local Authority.