EMA 2007/08: Which Application Form?

This flowchart shows which EMA application form a young person will need to complete, based on the following:

- Their date of birth and when they left compulsory education.
- The Learning programme they intend to follow (FE or E2E/PLA*) and its start date.

*PLA – Programme Led Apprenticeship was formerly known as Programme Led Pathway – PLP.

Please note: Learner will be in compulsory education until 29 June 2007 and cannot start a programme until 2 July 2007. They may start an E2E/PLA programme from 2 July 2007, but NOT start an FE programme until 27 August 2007.

**See EMA Guidance for detailed definitions of extensions and course length rules.

Learners born between 1/9/1987 and 31/8/1988

Learners born between 1/9/1990 and 31/8/1991 (i.e. ALL 2007 Year II leavers).

Learners with date of birth between 1/9/1988 and 31/8/1990 (i.e. 2006 Year II leavers and earlier).

Further Education

Which programme will the learner be following and when will they start?

Before 27 August 2007

Use Green (2006/07) EMA Form.

27 August 2007 – 31 August 2008

Use Green (2006/07) EMA Form. 22 week extension rule applies.**

Before 2 July 2007

No learner is able to start an FE course between these dates as they will not meet the FE 10 week course length criterion.**

2 July – 26 August 2007

Use Green (2006/07) EMA Form.

27 August 2007 – 31 August 2008

Use Purple (2007/08) EMA Form.

Please note: Learners should contact their Connexions Personal Adviser who will be able to advise if they can qualify for an additional year of EMA support.

If they do qualify for an additional year of EMA support, they will need to use the Purple 2007/08 Form.

Learners with date of birth between 1/9/1990 and 31/8/1991 (i.e. ALL 2007 Year II leavers).

Learners should contact their Connexions Personal Adviser who will be able to advise if they can qualify for an additional year of EMA support.

If they do qualify for an additional year of EMA support, they will need to use the Purple 2007/08 Form.
Top five common mistakes when filling in an EMA Application Form

1. **Missing/Incorrect Year Evidence**

EMA applications are often sent in without original evidence or with incorrect tax year information. Original evidence must always be provided where stated and income evidence should be for the correct tax year.

- For 2006/07 EMA Applications the correct tax year to provide evidence for is 6th April 2005 to 5th April 2006 (2005/06).
- For 2007/08 EMA Applications the correct tax year to provide evidence for is 6th April 2006 to 5th April 2007 (2006/07).

2. **Tax Credit Award Notice (TCAN) provided for wrong tax year**

The Tax Credit Award Notice must show income for the last complete tax year.

Look for the 'Your income for . . .' heading – this will give the tax year the TCAN relates to.

3. **Invalid Bank Details**

A bank statement or letter from the bank should be sent with the EMA application form. This must show the correct name, home address and bank details for the young person. The bank account should accept BACS payments as this is the way EMA is paid to young people.

4. **Form Not Signed**

Often applicants and/or the parents or carers forget to sign the EMA application form. The form must be signed at Part A by the young person and at Part B by the parent/carer in the household.

5. **Missing Mandatory Fields**

There are several parts of the application that are mandatory and the EMA application cannot be processed successfully without this information.

These mandatory fields are as follows:
Part A-A1, A2, A3, either A5 or A6, A7 to A10 and the young person’s signature in A12.

Part B-B2 where there are responsible adults in the household, at least one question between B5 to B11 and the adult’s signature at B14.