TERMS & CONDITIONS OF EDUCATION MAINTENANCE ALLOWANCE (EMA) 2026/2027

1 **ATTENDANCE**: You must be enrolled as a full-time student and should endeavour to attend, engage and progress at all stages of your course. You can view your attendance online using the student portal. Payment may be affected if you do not have 100% attendance or engage in your course.

2 **ONLINE ABSENCE SELF-CERTIFICATES:** You may sign yourself off using the College online self-certification system on Learnnet up to a maximum of 4 days per term. The term dates are as follows:

Term 1	**24 August 2026**	**–**	**9 October 2026**
Term 2	**26 October 2026**	**–**	**18 December 2026**
Term 3	**4 January 2027**	**–**	**26 March 2027**
Term 4	**12 April 2027**	**–**	**18 June 2027**

Please refer to the Student Funding Absence Procedure Frequently Asked Questions on College website for further information.

3 **MEDICAL CERTIFICATES**: Medical absences of more than 4 consecutive College days must be covered by a Doctors Certificate. In some cases a fee may be charged by your Doctor to obtain a Certificate – the decision as to whether you wish to obtain a Certificate when a fee is payable is for you to make. The College cannot reimburse you for any costs incurred in obtaining such a Certificate – however without appropriate paperwork you may not get paid.
Any long-term absence exceeding 6 weeks per term will result in a hold on payments with referral to the relevant Curriculum Manager

4 **LENGTH OF AWARD**: The award will be for the length of the course. A new application must be submitted in respect of each academic year of your course.

5 **PAYMENT:** Payment of EMA allowance will be made in accordance with the Award Notice issued to you. All payments are subject to satisfactory attendance, engagement and course progression
Payment will be made by BACs direct to your bank account. Should you wish to change your bank details you should do so by logging back into your online funding account.

6 **OVERPAYMENTS**: If for any reason your award is overpaid you will be requested to refund such overpayment to the College.

7 **HOLIDAYS**: Payment is **NOT** made during the short holiday weeks ie Inservice Week, October, Christmas and Easter. You should refer to your Award Notice for details of payments. Should you decide to take a holiday during term time you should seek permission from your Curriculum Manager to be absent from College. However you will not automatically be paid for any pre-arranged holiday during term-time unless you have proved engagement and progression on your course.

8 **WITHDRAWAL FROM COURSE:** You should notify the Student Funding Team in writing or by e-mail should you decide to withdraw from your course.

9 **PROVISIONAL AWARDS**: Such awards are made where the College has been unable to obtain, or you have been temporarily unable to supply, details upon which final assessment can be made. Acceptance of a Provisional Award must only be on the clear understanding that the award remains to be finalised and that failure to provide the College with the documentation required will result in you being invoiced for any payments made. Provisional awards may only be granted for a maximum period of 6 weeks.

10 **CHANGE OF YOUR PERSONAL CIRCUMSTANCES**: You must notify the Student Funding Team immediately about any change in income/circumstances relevant to this award. **If you are in receipt of benefits which may be affected by the granting of a bursary award it is your responsibilty to contact the Benefits Agency (DWP) and declare your award.**

11 If the **Conditions of Award** are not complied with or if the College is not satisfied with the conduct or progress of the holder, the College may revise, suspend or terminate your bursary at any time without further warning.

12 **APPEALS:** Should you wish to appeal against your award you should do so in writing or by e-mail, stating your reasons for appeal, to the Student Funding Support Officer within 1 month of the date of issue of your Award Notice. If no agreement can be reached then appeals will be passed to the Vice Principal – Corporate Services for further consideration.