



SFC Guidance

Education Maintenance Allowance return 2017-18

Issue date: 10 July 2018

Reference: SFC/GD/12/2018

Summary: This document provides guidance notes on the collection of the 2017-18 Education Allowance Maintenance return.

FAO: Principals and directors of Scotland's colleges

Further information: **Contact:** Michelle McNeill
Job title: Policy/Analysis Officer
Department: Finance Directorate (Data Collections)
Tel: 0131 313 6662
Email: mmcneill@sfc.ac.uk



Scottish Funding Council
Promoting further and higher education

Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD
T 0131 313 6500
F 0131 313 6501
www.sfc.ac.uk

Table of Contents

Introduction	3
About the EMA returns	3
Annual aggregate return	3
Data required.....	3
Returning the form	4
Annex A - Annual aggregate return.....	5

Education Maintenance Allowance return 2017-18

Introduction

1. This document contains guidance notes for completing the Education Maintenance Allowance (EMA) Return 2017-18.

About the EMA returns

2. Under the EMA programme, colleges must submit two kinds of returns to the SFC:
 - Monthly aggregate returns.
 - Annual aggregate return (*collected in September*) that contain individualised information on the students participating in the programme.
3. Each return serves two purposes acting:
 - As a data return, giving information on the operation of the programme.
 - As a claim form for payments relating to college activity under the programme.
4. Both returns allow reconciliation checks to be carried out and will be used to monitor the EMA budget.
5. Any queries or correspondences relating to the collection should be made to Michelle McNeill, mmcneill@sfc.ac.uk, tel: 0131 313 6662.
6. Any queries about claims should be made to Jane Scott, jscott@sfc.ac.uk, tel: 0131 313 6660.

Annual aggregate return

7. The annual aggregate return is collected for the Scottish Government for reporting purposes.
8. Before you can make an individualized return select the name of the college, the college field will automatically be filled with the college number.
9. We do not want student data for anyone that has not received a payment – only student data for those who have received a payment.

Data required

10. The data we require is as follows in the annual aggregate form (*see Annex A*)
 - **Scottish Qualification Authority (SQA) number** - the student's unique SQA number; if student has no SQA candidate number leave field blank.

- **Student matriculation number** - the student's unique college matriculation number.
- **Surname** – the candidate's surname.
- **Initial 1** – the candidate first initial.
- **Initial 2** – Candidate second initial (*if applicable*).
- **Gender** – the gender of the candidate. Please select a suitable option from the drop-down menu (*Female/Male/Other/prefer not to say*).
- **Date of Birth** – the candidate's full date of birth (*dd/mm/yyyy format*).
- **Home postcode** – Postcode of student's permanent home location.
- **Level of final EMA payment (£30)** – this is the weekly allowance the applicant is entitled to.
- **Mode of attendance** – candidate's mode of attendance will be part-time or full-time. Please select a suitable option from the drop-down menu (*full-time or part-time*).
- **Total EMA paid, exc admin payments (£)** – the total amount of maintenance money paid to the candidate excluding the administration fee paid to colleges.
- **Total number of weekly payments made to student** – the number of weekly payments made (not pounds paid) to the student cumulative of the number of weekly payments received. Again, this should exclude any administration payments.
- **Total error check** (if weeks by payment level does not = total EMA).
- **Student started after 22 January 2018** – those students who enrolled or became eligible for an EMA after the January return was submitted should be recorded in this return to ensure the administration cost is paid to your college. Please select a suitable option from the drop-down menu (*yes or no*).

Returning the form

11. Please submit the September aggregate return via SFC secure send by **21 September 2018**. Ensure you have titled the spreadsheet with 'EMA 2018' followed by the college name.
12. Your college MIS staff can upload the file to the SFC secure server. Only those with the correct college ID and password can enter SFC secure send.
13. Please contact Michelle McNeill, email: mmcneill@sfc.ac.uk if you have any queries about SFC secure send.

