Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

SFC Guidance

Issue Date: 30 July 2021

Education Maintenance Allowance
Return 2020-21

Education Maintenance Allowance Return 2020-21

Issue date: 30 July 2021

Reference: SFC/GD/15/2021

Summary: This document provides guidance notes on the collection of the 2020-21 Education
                   Allowance Maintenance return.

FAO: Principals / Chairs / Finance Directors / Board Secretaries of Scotland's colleges

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information: **Job title:** Policy/Analysis Officer
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Education Maintenance Allowance Return 2020-21

Introduction

1. This document contains guidance notes for completing the Education Maintenance Allowance (EMA) Return 2020-21.

About the EMA returns

2. Under the EMA programme, colleges must submit two kinds of returns to SFC:

   - Monthly aggregate returns.
   - Annual aggregate return (collected in September) that contains 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.
   - Acting 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 correspondence relating to the collection should be made to Michelle McNeill, email: mmcneill@sfc.ac.uk, tel: 0131 313 6662.

6. Any queries about claims should be made via EMA Returns, email: EMAreturns@sfc.ac.uk.

Annual aggregate return

7. The annual aggregate return is collected for the Scottish Government for reporting purposes.

8. Before you can make an individualised return, select the name of the college; the college field will automatically be filled with the college number.

9. We do not require 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 and if the return is not submitted in the format as requested it will not be accepted **(see Annex A)**:

Field	Title	Explanation
A	**Scottish Qualification Authority (SQA) number**	Student's unique SQA number; if student has no SQA candidate number leave field blank.
B	**Programme ID**	Unique identifier for programme(s) as used by the college that the student is enrolled on to and as reported in FES.
C	**Student matriculation number**	Student's unique college matriculation number.
D	**Surname**	Student's surname.
E	**Full forename**	Student's first name.
F	**Full middle name**	Student's middle name (*if applicable*).
G	**Gender**	Gender of the student **[Please select a suitable option from the drop-down menu (*Female/Male/Other/prefer not to say*)]**
H	**Date of Birth**	Student's full date of birth **[*dd/mm/yyyy* format]**
I	**Home post code**	Postcode of student's permanent home location
J	**Household income**	Combined incomes of all people sharing a particular household or place of residence of the candidate.
K	**Level of final EMA payment (£30)**	Weekly allowance the student is entitled to.

L	**Mode of attendance**	Student'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*)]**	
M	**Total EMA paid, excluding admin payments (£)**	Total amount of maintenance money paid to the candidate excluding the administration fee paid to colleges.	
N	**Total number of weekly payments made to student**	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.	
O	**Total error check**	If weeks by payment level does not = **total EMA** cell will be highlighted red.	
P	**Student started after 20 January 2020**	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 **10 September 2021**. Ensure you have titled the spreadsheet with 'EMA 2021' followed by the college name.

12. The return should be submitted in the format as requested, if not it will not be accepted and will be returned.

13. Your college MIS staff can upload the file to the SFC secure server. Only those with the correct college ID and password can access SFC secure send.

14. Please contact Michelle McNeill, email: mmcneill@sfc.ac.uk, if you have any queries about SFC secure send.

Martin Boyle
Director of Policy, Insight and Analytics

Annex A

Scottish Funding Council	Institution	
Education Maintenance Allowance (EMA)	Contact Name	
College Collated Return 2020-21	Telephone	
	E-mail	

Notes:

1. Please complete all fields highlighted white otherwise the return will not be accepted.

2. Return should include all students in EMA system from start to end of the academic session payment period.

3. Each enrolment requires a separate record i.e if a student has withdrawn from a course and starts a new course.

4. The completed template should be returned via SFC secure server, once uploaded please notify Michelle McNeill via email mmcneill@sfc.ac.uk.

5. Return date no later that Friday 10 September 2021.

SQA Number	Programme ID	Student matriculation number	Surname	Full Forename	Full Middlename (s)	Gender	Date of birth (dd/mm/yyyy)	Home postcode	Household Income	Level of EMA payment (£30)	Mode of attendance	Total EMA paid, exc admin payments (£)	Total number of weekly payments made to student	Expected total payment (= weeks x level of payment)	Total error check (if weeks by payment level does not = total EMA)	Student started after 20 January 2021
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