

# Financial Evidence for EMA Academic Year - 2009/10

Education Maintenance Allowance  
[www.studentfinancewales.co.uk/EMA](http://www.studentfinancewales.co.uk/EMA)



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

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### PLEASE NOTE

We only accept original documentary evidence.  
If you return photocopies it will delay your application.  
We will return original documents to you as soon as possible.



# Personal Details

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## Age/Identity

Everyone must supply one the following as proof of their age/identity:

- Birth/Adoption Certificate; or
- Passport.

If your name is different to that on either passport or birth/adoption certificate then you must provide proof of your name change:

- Deed Poll; or
- Marriage Certificate.

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## Address Details

Everyone must supply proof of their address. This must be your household address and not the address where you will be temporarily living at the start of the academic year. The evidence must be no more than 3 months old:

- Tax Credit Award Notification - TC602 (E); or
- Utility Bill (eg. Gas, Electricity, Council Tax etc.)

If you change address during the academic year, you must still be living and attending a school or college in Wales to continue receiving EMA.

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## Marital Status

Everyone must provide proof of their marital status, please see the table below:

Marital Status	Evidence Required
Married	Your marriage certificate.
Civil Partnership	Your civil partnership certificate
Divorced	Your decree absolute, dissolution order or a letter from your solicitor confirming your status.
Separated	A letter from your solicitor confirming your status.
Dissolved Civil Partnership	Your dissolution order or a letter from your solicitor confirming your status.

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## Nationality Details

To be eligible for EMA, you must meet the residence and nationality criteria set out for the EMA Wales scheme. If you have any queries regarding residence and nationality, you should contact the EMA Wales Customer Services Team.

### Member countries of the EU

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

### Member countries of the EEA

all of the above, Iceland, Liechtenstein and Norway.

- A. UK National
- B. EEA or Swiss National
- C. Family member of EEA national
- D. Husband, Wife or Civil Partner of Swiss national
- E. Child of Swiss national
- F. Child of Turkish national
- G. Settled status: Indefinite Leave to Enter or to Remain in the UK
- H. Refugee
- I. Family member of Refugee
- J. Granted 'Leave to Enter or Remain' in the UK
- K. Family member of someone Granted 'Leave to Enter or Remain' in the UK

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## (A) UK National

To qualify as a UK National you must have been resident in the UK for the last 3 years. Everyone must supply one of the following as proof of their nationality:

- Birth/Adoption Certificate; or
- Passport.

If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this or a letter or other document instead of your passport.

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## (B) EEA or Swiss National

To qualify as an EEA or Swiss National you must have been resident in the EEA or Switzerland for at least 3 years prior to applying. The following evidence is required as proof:

Employed	Self-Employed	Seeking Employment	Previously Employed
<ul style="list-style-type: none"><li>• P60; or</li><li>• letter from employer on headed paper.</li></ul>	<ul style="list-style-type: none"><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P60;</li><li>• previous P45;</li><li>• letter from previous employer on headed paper;</li><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P45;</li><li>• P60; or</li><li>• letter from previous employer on headed paper;</li></ul>

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## (C) Family member of EEA national

You must provide your relation's:

- Passport or National Identity Card;
- Proof of relationship to them; and

Employed	Self-Employed	Seeking Employment	Previously Employed
<ul style="list-style-type: none"><li>• P60; or</li><li>• letter from employer on headed paper.</li></ul>	<ul style="list-style-type: none"><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P60;</li><li>• previous P45;</li><li>• letter from previous employer on headed paper;</li><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P45;</li><li>• P60; or</li><li>• letter from previous employer on headed paper;</li></ul>

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## (D) Husband, Wife or Civil Partner of Swiss national

You must provide your relation's:

- Passport or National Identity Card;
- Proof of relationship to them; and

Employed	Self-Employed	Seeking Employment	Previously Employed
<ul style="list-style-type: none"><li>• P60; or</li><li>• letter from employer on headed paper.</li></ul>	<ul style="list-style-type: none"><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P60;</li><li>• previous P45;</li><li>• letter from previous employer on headed paper;</li><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P45;</li><li>• P60; or</li><li>• letter from previous employer on headed paper;</li></ul>

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## (E) Child of Swiss national

If you have been resident in the EEA/Switzerland for 3 years, you must provide the following for your parent, step-parent or civil partner parent:

- Passport or National Identity Card; and
- Proof of relationship to them

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## (F) Child of Turkish national

If you have been resident in the EEA/Turkey for 3 years, you must provide your parent's:

- Passport or National Identity Card;
- Proof of relationship to them; and

Employed	Self-Employed	Previously Employed
<ul style="list-style-type: none"><li>• P60; or</li><li>• letter from employer on headed paper.</li></ul>	<ul style="list-style-type: none"><li>• audited accounts;</li><li>• tax returns; or</li><li>• details of your income.</li></ul>	<ul style="list-style-type: none"><li>• P45;</li><li>• P60; or</li><li>• letter from previous employer on headed paper;</li></ul>

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## (G) Settled status: Indefinite Leave to Enter or to Remain in the UK

This means you can live in the UK permanently without the Home Office placing any restrictions on how long you remain. If you have been settled for 3 years please provide:

- Passport confirming immigration status; or
- Letter from the Home Office confirming immigration status;

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## (H) Refugee

You must have lived in the UK since Refugee Status was awarded. The evidence required is:

- Your immigration status document; and
- Your Home Office Letter;

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## (I) Family member of Refugee

You must have lived in the UK since Refugee Status was awarded. You must provide your relation's:

- Immigration status document;
- Home Office Letter; and
- Proof of your relationship with that person at the time of their application to the Home Office;

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## (J) Granted 'Leave to Enter or Remain' in the UK

You must have lived in the UK & Islands for 3 years. Evidence required:

- Your immigration status document; and
- Your Home Office Letter;

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## (K) Family member of someone Granted 'Leave to Enter or Remain' in the UK

You must have lived in the UK & Islands for 3 years. You must provide your relation's:

- Immigration status document;
- Home Office Letter; and
- Proof of your relationship with that person at the time of their application to the Home Office;

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## Independence Details

Depending on your independence status, on the first day of your course, you must provide the following evidence.

- estranged from your parent(s)/guardian(s)?
- living under Local Authority care?
- Income Support or Income Based Employment and Support Allowance?
- responsible for a child of your own?
- currently in custody at a Young Offender's Institution?

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### Estranged from parent(s)/guardian(s)

You must provide confirmation dated within the last year from a professional person outside your family who knows about your circumstances.

Examples of evidence are:

- Letter from your social worker.
- If you claimed income support or income based employment and support allowance when you were under 18, a letter from your local Jobcentre Plus office showing that you received benefits due to your estrangement.
- If your relationship with your parents broke down when you were at school or college, a letter from an advice worker/personal tutor/teacher confirming your circumstances.

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### Living under Local Authority care

If you are living under the care of a Local Authority:

- Original letter on headed paper from your Local Authority that confirms that you are living under their care or with foster parents.


This letter must also confirm your current address and needs to be signed by an authorised official from your Local Authority and include an official stamp.

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## Income Support or Income Based Employment and Support Allowance

If you are in receipt of Income Support or Income Based Employment and Support Allowance:

- Most recent benefits statement;
- Tax Credit Award Notification - TC602 (E); or
- Recent bank statement showing benefit payments.

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## Responsible for a child of your own

If you have a child under your care whom you are responsible for, please provide the following evidence:

(Please note, this means that you look after a child and the child lives with you, irrespective of your relationship with the child)

- your most recent Child benefit statement; or
- your child's Birth/Adoption Certificate; and
- confirmation of your current address

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## Young Offender's Institution

If you are currently in custody at a Young Offender's Institution you must provide a letter on headed paper from your key worker which must:

- confirm your period and place of detention;
- confirm your nationality/residence details;
- confirm that you consent to your key worker to act on your behalf for the purposes of EMA;
- be signed by both you and your key worker.

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# Household Financial Details

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## Standard Income Types

[Salaries & Wages](#)

[Self-Employment Income](#)

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## Salaries & Wages

### Description

This is the total taxable pay. It is the amount paid before any deductions are made for Income Tax or National Insurance contributions.

It includes:

- All Income from Employment
- Statutory Sick Pay
- Performance Related Pay
- Benefits/Payments in Kind
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Adoption Pay
- Tips or Gratuities
- Overtime Payments

DO NOT INCLUDE any Tax Credit or Working Tax Credit element of New Deal that you receive separately or as part of your wages. These credits do not count for ALG purposes.

## Original Evidence Required

- P60;
- Month 12 Wage Slip; or
- Week 50, 51 & 52 Wage Slips.

If you have had more than one employer in the last financial year, you must also include:

- P45

If you receive benefits or Payments in Kind, you must also include:

- P11D; or
- P9D

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## Self-Employment Income

### Description

This is the income and profit from self employment, either on your own or in a partnership, as it appears on your SA302 form.

It includes:

- Business rental income.
- Any other income from the ownership of the property.

It does not include:

- Gross contributions made to a personal pension scheme.
- Any trading losses brought forward from previous years.

## Original Evidence Required

- Most recent SA302

If you do not have an SA302 or Tax Credit Award Notification, you can supply:

- Accountants letter on headed paper

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## Taxable Social Security Benefits

### Description

This is payments made to individuals under the Social Security system run by the JobCentre Plus or Pensions Office.

Specifically:

- Retirement Pension.
- Widowed Parents Allowance.
- Carer's Allowance.
- Industrial Death Benefit.
- Incapacity Benefit (after 28 weeks)\*.
- Bereavement Benefit.
- Job Seekers Allowance.
- Contribution based Employment and Support Allowance.

DO NOT INCLUDE income support or Income Based Employment and Support Allowance. If you receive either of these please answer Q2a, if you are the student or students partner, or q6b if you are the student's parent/guardian

### Original Evidence Required

- Statement/Record of a paid taxable benefit from your local JobCentre Plus or Social Security Office;  
or
- Recent bank statement showing these payments

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## Other Income Types

Savings & Investments

Trust Income

Foreign Income

Property/Rental Income

Pension Income

Notional Income

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### Savings & Investments

#### Description

This is income you do not work to earn.

This includes:

- Interest on savings and investments from bank or building society accounts before tax is deducted. This includes any dividends received.

This does not include tax-free accounts, such as TESSAs, PEPs or ISAs.

#### Original Evidence Required

- Bank or Building Society statements;
- Annual statements of Interest;
- Dividend Vouchers.

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## Trust Income

### Description

This is income, before tax is deducted, that is received from:

- Trusts.
- Settlements.
- Transfer of Assets.
- The value of the interest you or your partner has in the estate of a person who has died. This could be assets in the form of money, a trust or property.

### Original Evidence Required

- Annual statements; or
- Certificate of Trust from the trust administrator.

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## Foreign Income

### Description

This is income received in the past year from any work undertaken abroad or any investments held abroad before tax. All amounts must be entered in pounds sterling (£).

This income includes:

- Dividends from shares held overseas.
- Pensions and Social Security benefits received from overseas.
- Income from land or property overseas (such as rent).
- Any other income from overseas trusts, companies and other entities (such as gains from overseas life assurance/insurance policies, annuities or capital redemption policies).

### Original Evidence Required

- Foreign Tax Office evidence;
- Foreign Social Security;
- Foreign Pension Certificate; or
- other Income Certificates/Statements.

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## Property Income (also known as Rental Income)

### Description

This is income received from land or property that you own and/or that you lease out to another party. This does not include income covered by the 'Rent-a-Room' scheme (if you let accommodation in your own house for £4,250 or less per year).

### Original Evidence Required

- Rental Book; or
- Bank Statements.

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## Pension Income

### Description

This is income you received if you are of pensionable age.

It includes:

- State Retirement Pension.
- Statutory Pension Income.
- Personal Pension Plans.
- Retirement Annuities.

### Original Evidence Required

- Annual Pension Statements;
- Pension Book;
- Pension P60; or
- Certificate of pension paid.

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## Notional Income

### Description

This is income that is treated as received, even if it has not been physically received.

This includes:

- Capital treated as Income - Including dividends paid as shares as well as cash (stock dividends), and premiums for a grant of lease on a property that you own.
- Trust income treated as income of another person, such as interest over £100 on capital in a child's building society account.
- Income you gave up or transferred to another person, including the selling of an occupational pension or the transfer of a bank account into someone else's name.

### Original Evidence Required

We will accept your signature in Section J of the ALG application form.

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## Deductions

Private Pension Contributions

Additional Voluntary Contributions

Wages for Domestic Help because of Incapacity

Any other expenses connected with employment

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### Private Pension Contributions

#### Description

This is a personal policy you take out yourself from an insurance company or financial institution and into which you pay contributions.

#### Original Evidence Required

- Letter from pension company;
- P60 pension statement.

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### Additional Voluntary Contributions

#### Description

AVCs are additional contributions that you pay into a pension plan to bring your pension savings up to the maximum amount that the government will allow.

#### Original Evidence Required

- Letter from pension company;
- P60 pension statement.

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## Wages for Domestic Help because of Incapacity

### Description

This is money you received to pay out for domestic help.

### Original Evidence Required

- Benefit statement/letters

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## Any other expenses connected with employment

### Description

This is any other expenses incurred as part of your job for which you claim tax exemption.

### Original Evidence Required

- P2
- HMRC statements

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Web	Phone				
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