

EDUCATION MAINTENANCE ALLOWANCE (EMA)

Application Notes

Academic year 2020/21

www.nidirect.gov.uk



**Apply
Now!**

How to use these notes

These notes are split into sections in the same way as the EMA Application Form, so you can find the information you need faster. You should keep these notes, there's a lot of useful information in here that might come in handy throughout the year.



Where you see this icon in the application form, there's extra **information** in these notes to help you.



Where you see this icon in the application form, it means that you need to send **evidence**. These notes will tell you exactly what we need from you. You should send **photocopies** of your evidence unless otherwise stated. We will return any original documents.

What is EMA?

Education Maintenance Allowance is a weekly allowance of £30 to help 16, 17, 18 and 19 year olds with the costs of further education.

Payments are made every 2 weeks as long as you continue to meet your school or college's attendance requirements. There are also 2 performance based bonuses of £100 normally paid out in January and June.

Getting EMA won't affect any benefits you or your family already receive.

This application form cannot be taken as a promise to pay any sum in respect of EMA. The amount or availability of the allowance is dependent upon satisfying all the eligibility criteria of the scheme and the appropriate government funds being in place. It is not intended to create any legitimate expectation.

Who can get EMA?

You could get EMA if all the following statements apply to you:

- you're studying full-time at school or a minimum of 15 hours per week at a further education college on an eligible course;
- you're able to meet the nationality and residency requirements;
- you live in a household with an income of:
 - £20,500 or less, and you're the only young person;
 - or**
 - £22,500 or less, **and** there's more than one young person who qualifies for Child Benefit in the household;
- you have not already received the maximum allowance for the EMA scheme; and
- you're aged 16, 17, 18 or 19 on or between 2 July 2019 and 1 July 2020.

Additional help and information

For the most up-to-date information about EMA go to www.nidirect.gov.uk/articles/education-maintenance-allowance-explained

If you need to speak to someone about applying for EMA you can call **0300 200 7089 (Minicom: 0300 100 0615)**.

All our forms are available in Braille, large print or audio format. If you need these, you can request them by emailing your name, address and details of the format you require to brailleandlargefonts@slc.co.uk or call **0141 243 3686**.

Anything else?

If any of your circumstances change during the academic year, you need to call us on **0300 200 7089** and let us know.

Armed Forces

If you, your parent(s) or partner are serving in the armed forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted unless you are permanently living in another area of the UK.

Section 1 Agreements and consent

Information Usage Summary

Student Finance ni is the student finance service provided by the Student Loans Company Limited (SLC) and the Education Authority, funded by the Northern Ireland Executive. The Department for the Economy (DfE) has made arrangements for certain functions relating to student finance applications to be exercised by SLC.

The information provided on this form will be used for the processing of the Education Maintenance Allowance application by the SLC and any subsequent administration relating to the funding. Each section that asks for your personal data is explained below:

Section 2 Student's details – we will use the information you provide in this section to confirm your identity and if we need to contact you or your nominated third party.

Section 3 Your payment details – we will only use the information you provide in this section if we need to make payments to you or your nominated third party.

Section 4 Student's school or college details – we will use the information you provide in this section to work out if you are getting any educational funding from other sources and if are studying at a school/ college that is eligible to receive EMA.

Section 5 Student's nationality and residency details – we will use the information you provide in this section to work out if you are eligible to receive EMA and to confirm your identity.

Section 6 Student's residence history – we will use the information you provide in this section to work out if you are eligible to receive EMA based on your residence history.

Section 7 Student's independence details – we will use the information you provide in this section to work out if you are dependent or independent. This is important because we will then be able to ask you for the specific financial information and/or evidence we need to work out if you are eligible to receive EMA.

Section 8 Financial details – we will only use the information you and/or your parent(s)/partner provide in this section to work out if you are eligible for EMA based on your household income. This means sharing some of the data with HMRC.

Section 9 Student's family details – we will only use the information you and your family provide in this section to work out if you are eligible for EMA based on your household income.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our Privacy Notice available online at

www.nidirect.gov.uk/publications/education-maintenance-allowance-application-forms-and-guidance-notes

If you don't have internet access, please call us on **0300 200 7089** and we can send a copy to you.

Section 1 Agreements and consent (continued)

1.1 Authorised third party



By authorised third party we mean someone who is authorised to act and/or receive payments on the student's behalf. Evidence is required such as documentation from a local authority or a Power of Attorney. **See 1.2 below.**

1.2 Authorised third party



We need to see proof that you are authorised to act and/or hold funds on behalf of the student, send us:

- documentation from a public body (for example the Department of Health) or a Power of Attorney confirming that you are authorised to act and/or accept payments on the student's behalf.

Examples include:

- a statement of the student's special educational needs; **or**
- a letter showing you receive Disability Living Allowance (DLA) on behalf of the student; **or**
- a letter showing you receive a Personal Independence Payment (PIP) on behalf of the student.

Section 2 Student's details

2.2 Personal details



We need proof of your age and identity, provide one of the following:

- your valid UK passport details as requested in section 5 of the application form; **or**
- your **original** valid ROI/non-UK passport; **or**
- your **original** birth/adoption certificate; **or**
- your **original** Biometric Residence Permit.

Your permit will only be used to validate your identity, no other data from it will be used or stored.

If you provide your valid UK passport details in section 5 you do not need to send us your passport.

If your UK passport has expired you must send your **original** UK birth or adoption certificate.

If your name has changed from the one shown on your documents, you'll need to also send us proof of your name change, this can be either:

- your marriage certificate; **or**
- a deed poll.

All evidence items you send must be **originals**.

2.3 Contact details



We need photocopied proof that you live at this address, send us:

- a gas, electricity or similar bill, dated within the last three months; **or**
- your Rates letter for the current year; **or**
- your Tax Credit Award Notification.

The proof can be in your parent's/guardian's/partner's name.

Section 4 Student's school or college details

- 4.1  Already receiving/approved for a Further Education (FE) Award from the Department for the Economy or a Department of Agriculture, Environment and Rural Affairs (DAERA) Bursary?

You cannot receive EMA payments for the course you are applying for if you have been approved for, or are currently receiving, either of these types of funding.

If you are found to be in receipt of EMA and either of these funding sources you will have to repay any EMA payments you've received.

Section 5 Student's nationality and residency details



EU and EEA nationals

An up to date list of all EU and EEA member countries is available at: www.homeoffice.gov.uk



Ordinarily resident

By 'ordinarily resident' we mean that you normally and lawfully live in the UK, EU/EEA or Switzerland through choice. If you have moved to the UK for education purposes, you must have been ordinarily resident in the EU/EEA or Switzerland prior to becoming ordinarily resident in the UK.



Break in residency

If you have not been ordinarily resident you may still be eligible for funding if you can show the break was temporary and you were planning on returning to the UK. If the break in residency was due to active service in the Armed Forces, you are still considered to be resident in the UK.

Examples of acceptable temporary breaks are:

- gap year
- voluntary work overseas
- parents working abroad on a temporary contract of employment

You need to send us evidence which can include but is not limited to:

- a letter from your learning provider confirming your gap year
- a letter from the employer on headed paper confirming your temporary employment and the dates worked
- a letter from the Armed Forces if applicable
- temporary visas or work permits in addition to the above

You must also be resident in Northern Ireland on the first day of your course to be able to get EMA. If you need to send us your Biometric Residence Permit as evidence for any question in this section, be assured that we will only use it to validate your identity, no other data from it will be used or stored.

5.1 UK or ROI national



If you hold a valid UK passport enter these details. This means you **don't need to send your passport to us**. If you don't hold a valid UK passport, alternative evidence is required.

You need to send us:

- your **original** valid ROI passport; **or**
- your **original** birth certificate.

We are unable to accept an expired passport as proof of your identity.

5.2 EU National



You need to send us:

- your valid passport; **or**
- your National Identity card

All evidence items you send must be **originals**.

You need to send evidence to show you have been resident in the UK for the past 3 years.

Photocopied evidence can be but not limited to:

- a letter from your school or college on headed paper confirming your name, address(es) and date the letter was issued;
- utility bills (these can be printed from your online account if you do not get paper bills);
- your household's Tax Credit Award Notification that lists each young person;
- bank statements (these can be printed from your online account if you do not get paper statements);
- Council Tax bills.

Section 5 Student's nationality and residency details (continued)

5.3 'Settled status' in the UK



You need to send us:

- your Biometric Residence Permit; **or**
- your Home Office letter **and** your immigration status document.

All evidence items you send must be **originals**.

5.4 'Leave to remain for humanitarian protection' or 'discretionary leave'



You can apply for funding as long as you or your family member's status does not expire before 1st September 2020.

If your status expires before you finish your course, we will ask for evidence of your updated status.

If this status applies to you, you need to send us:

- your Biometric Residence Permit; **or**
- your Home Office letter **and** your immigration status document.

If this status applies to your family member, you need to send us:

- proof of your relationship to the family member dated the same time as their application to the Home Office.

If you are claiming student finance as the child or step-child of a person granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's or step-parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

All evidence items you send must be **originals**.

Section 5 Student's nationality and residency details (continued)

5.5 'Refugee status' in the UK or 'EU temporary protection status' in the UK



You can apply for funding as long as you or your family member's status does not expire before 1st September 2020.

If your status expires before you finish your course, we will ask for evidence of your updated status.

If this status applies to you, you need to send us:

- your Biometric Residence Permit; **or**
- your Home Office letter **and** your immigration status document.

If this status applies to your family member, you need to send us:

- proof of your relationship to the family member dated the same time as their application to the Home Office.

If you are claiming student finance as the child or step-child of a person granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's or step-parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

All evidence items you send must be **originals**.

5.6 'Leave to remain' as a stateless person



You can apply for funding as long as you or your family member's status does not expire before 1st September 2020.

If your status expires before you finish your course, we will ask for evidence of your updated status.

If this status applies to you, you need to send us:

- your Biometric Residence Permit; **or**
- your Home Office letter **and** your immigration status document.

If this status applies to your family member, you need to send us:

- proof of your relationship to the family member dated the same time as their application to the Home Office.

If you are claiming student finance as the child or step-child of a person granted stateless person status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's or step-parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted stateless person status, you must have been their husband, wife or civil partner at the time of their application.

All evidence items you send must be **originals**.

Section 5 Student's nationality and residency details (continued)

5.7 'Leave to remain' under section 67 of the Immigration Act 2016



You can apply for funding as long as you or your family member's status does not expire before 1st September 2020.

If your status expires before you finish your course, we will ask for evidence of your updated status.

If this status applies to you, you need to send us:

- your Biometric Residence Permit; **or**
- your Home Office letter **and** your immigration status document.

If this status applies to your family member, you need to send us:

- proof of your relationship to the family member dated the same time as their application to the Home Office.

If you are claiming student finance as the child or step-child of a person granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's or step-parent's application to the UK Home Office.

All evidence items you send must be **originals**.

5.8 Child of a Turkish national who is working or has worked in the UK



You need to send us:

- your valid passport; **or**
- your National Identity card.

We need proof that your parent/step-parent is a Turkish national, send us:

- your parent's valid passport; **or**
- their National Identity card **and** proof of your relationship.

All of the above evidence items you send must be **originals**.

We also need photocopied proof that they are working/have worked in the UK, send us:

- their P60; **or**
- their P45; **or**
- a letter from their employer on headed paper; **or**
- their audited accounts; **or**
- their tax return; **or**
- details of their income.

Section 5 Student's nationality and residency details (continued)

5.9 Child of a Swiss national



You need to send us:

- your valid passport; **or**
- your National Identity card.

We need proof that your parent/step-parent is a Swiss national, send us:

- your Swiss national parent's valid passport; **or**
- their National Identity card **and** proof of your relationship.

All of the above evidence items you send must be **originals**.

We also need photocopied proof of their UK residency, send us:

- a signed letter to confirm your Swiss national parent/step-parent is/was living in the UK on the first day of the academic year **and one of the following:**
 - latest bank statement; **or**
 - latest payslip (showing home address); **or**
 - tenancy agreement/mortgage statement; **or**
 - utility bill (dated within last 3 months); **or**
 - Local Authority correspondence (on headed paper);**or**
- Government Department correspondence.

Section 5 Student's nationality and residency details (continued)

5.10 EEA or Swiss national who is working/has worked or is looking for work in the UK



If you/your family member stop actively looking for work or if you/they stop working and are not actively looking for work in the UK you need contact us on **0300 200 7089** and let us know.

If this status applies to you, you need to send us:

- your valid passport; **or**
- your National Identity card; **or**
- your Permanent Residency Card (EEA only).

Any of the above evidence items you send must be **originals**.

We also need a photocopy of one of the following:

- your P60; **or**
- your P45; **or**
- a letter from your employer on headed paper; **or**
- your audited accounts; **or**
- your tax return; **or**
- details of your income; **or**
- proof that you are actively seeking employment in the UK.

If this status applies to your family member, you need to send us:

- their valid passport; **or**
- their National Identity card **and** proof of your relationship.

Any of the above evidence items you send must be **originals**.

We also need photocopied proof that they are working/looking for work, send us:

- their P60; **or**
- their P45; **or**
- a letter from their employer on headed paper; **or**
- their audited accounts; **or**
- their tax return; **or**
- details of their income; **or**
- proof that they are actively seeking employment in the UK.

5.11 Ineligible based on your nationality and residency situation



You need to meet the nationality and residency requirements set out by the EMA scheme to receive EMA payments.

If you think you might still be eligible and you want to speak to someone about your specific situation you can call **0300 200 7089**.

Section 7 Student's independence details

7.2 I think I should be an independent student



If you've been advised to continue as a dependent student (i.e. you're financially dependent on your parent/guardian) but still consider yourself an independent student – call us on **0300 200 7089** to discuss your situation.

7.3 Living under the care of the Department of Health or foster parent(s)




For any three-month period ending on or after the date on which you reached the age of 16 and before the 1 September 2020, you have lived under the care of the Department of Health or foster parents, but you have not been under the legal care of your parents.

You need to send us:

A letter on headed paper from the Department of Health which confirms you are living under their care or with foster parents.

This letter must also confirm your current address; and must be signed by an official from the Department of Health and include an official stamp.

 Receiving Income Support or income-related Employment and Support Allowance in your own name

You need to send us:

- your current benefits statement for 6 April 2019 to 5 April 2020; **or**
- your Tax Credit Award Notification for 6 April 2019 to 5 April 2020.

 Responsible for a child

You need to send us:

- your most recent Child Benefit statement; **or**
- your most recent Tax Credit Award Notification; **or**
- your child's **original** birth certificate.

Section 8 Financial details

Part A



Self assessed

If you completed an online tax return

You should refer to your saved online tax return for the income figures required in this section.

If you completed a paper tax return

There's an online guide to help you answer the questions in this section which you can download from www.nidirect.gov.uk or if you would like a copy to be sent to you call us on **0300 200 7089**.



Data sharing

We will check the financial information that you provide with HM Revenue & Customs (HMRC). This information will be kept securely and held strictly under the provisions of the applicable data protection legislation.

If you fail to provide your National Insurance number on the application form we will ask you to provide your financial documents. If your National Insurance number is shown on any documents you send us in support of an application, we will use this information and share and check it with HMRC in order to obtain accurate financial information about you.

Part B

Financial information for tax year 2018-19



If your household income has permanently dropped since 2018-19

To be eligible to get EMA payments your total household income amount must be:

- £20,500 or less, and the student is the only young person; **or**
- £22,500 or less, **and** there's more than one young person who qualifies for Child Benefit in the household.

If in tax year 2018-19 you earned over this threshold, but since then your income has permanently dropped below it, you can be considered for EMA using your current household income.

We need proof of your current household income; you need to send us:

- your latest Income Support letter; **or**
- your pay slips for last 3 months.
- **If self assessed** - a letter from your accountant on headed paper that states your last three months' income. This letter must be signed and dated.

And proof to show that your household income has permanently dropped; send us:

- your P45; **or**
- your redundancy letter; **or**
- a letter from your employer on headed paper that explains the permanent drop in income. This letter must be signed and dated.

If there are two parents/guardians in your household

If the income has dropped for one parent/guardian, the other must also provide evidence of their earnings.

Section 8 Financial details (continued)

8.2 Income from salary or wages



If as part of your salary or wages for tax year 2018-19 you received **tips and other payments** that did not show on your P60, you still need to include this figure when providing your total income amount earned from employment.

Income from taxable state benefits



Only include income received for the following benefits:

- Bereavement Allowance
- Carer's Allowance
- Contribution-based Employment and Support Allowance
- Graduated retirement benefit
- Incapacity Benefit (only include the amount received after 28 weeks of incapacity)
- Industrial Death Benefit
- Jobseeker's Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Widowed Parent's Allowance

8.4 Income from savings and investments



To make this question easier to answer, we have split it up into four separate parts. You may or may not have received income from every part, just tell us about the ones you did.

Only tell us about the amount of interest/income you gained from savings and investments during tax year 2018-19, not the actual amount of savings or invested sums you had.

Total interest from UK banks, building societies and unit trusts




This is gross UK interest (before tax has been deducted)

You must include interest you receive on bank, building society and other savings accounts unless it is specifically non-taxable, for example, a non-taxable Individual Savings Account (ISA) etc.

If you did not declare any savings and investment income to HMRC, refer to your bank or building society statements for these figures.

Section 8 Financial details (continued)

 Total income from UK life insurance gains, securities and partnerships


This includes:

- Interest from gilt edged and other UK securities – gross amount before tax
- UK life insurance policy etc. gains on which tax was treated as paid
- UK life insurance policy etc. gains on which no tax was treated as paid
- UK life insurance policy etc. gains from voided ISAs
- Your share of taxed interest etc.
- Total untaxed savings income taxable at 20%
- Taxed income taxable at 10%
- Taxed income taxable at 20%

 Total income from UK investments and dividends

This includes:

- Dividends from UK companies
- Other dividends
- Stock dividends
- Non-qualifying distributions and close company loans written off or released
- Share schemes – taxable amount

 Total income from foreign investment and dividends

This includes:

- Foreign dividends
- Interest and other income from overseas savings
- Dividends from foreign companies
- Dividend income received by a person overseas

8.5 Taxable benefits in kind



This includes:

- Assets placed at employee's disposal (cars, property, goods or other assets)
- Payments made on behalf of employee
- Vouchers and credit cards
- Living accommodation
- Mileage allowance and passenger payments
- Total cash equivalent of all cars/vans made available
- Total cash equivalent of fuel for all cars/vans made available
- Cash equivalent of loans after deducting any interest paid by the borrower
- Private medical treatment or insurance
- Qualifying relocation expenses payments and benefits
- Services supplied
- Assets placed at employee's disposal
- Other items (including subscriptions and professional fees)
- Expenses payments made to, or on behalf of, the employee

Section 8 Financial details (continued)

Part C

Any other income

8.7 Income from self-employment



To make this question easier to answer, we have split it up into two parts. You may or may not have received income from both parts, just tell us about the ones you did.

8.7 Total taxable profit from businesses



This includes:

- Total taxable profits from this business (aggregated for multiple self employments)

8.7 Total taxable profit from partnerships



This includes:

- Share of total taxed and untaxed income other than that taxable at 10% and 20%
- Your share of total taxable profit from the partnerships

8.8 Income as a Minister of religion



This includes:

- Taxable income minus expenses (Ministers of religion) that are not included in your P60 or P11D

8.9 Any other taxable income or lump sums



This includes:

- Other taxable income - before expenses and tax taken off
- Foreign earnings not taxable in the UK
- Taxable lump sums
- Lump sums or benefits received from an Employer Financed Retirements Benefit Scheme excluding pensions
- Redundancy and other lump sums and compensation payments

8.10 Income from property lettings



This includes:

- Income from UK property
- Income from foreign property or land

8.11 Income from UK trusts



This includes:

- Discretionary income payment from a UK resident trust – net amount
- Discretionary income payment from a UK resident trust – total payments from settlor-interested trusts
- Non-discretionary income entitlement from a trust – net amount of non-savings income
- Non-discretionary income entitlement from a trust – net amount of savings income
- Non-discretionary income entitlement from a trust – net amount of dividend income
- Income chargeable on settlors
- Income from UK estates
- Foreign estate income

Section 8 Financial details (continued)

8.12 Foreign income



This includes:

- Total taxable amount of overseas pensions, social security benefits and royalties etc.
- Total taxable amount of all other income received by a person abroad and any remitted 'ring fenced' foreign income
- Gains on disposals of holdings offshore funds and discretionary income from non-resident trusts
- Benefit received from an overseas trust, company or other person
- Gains on foreign life policies (amount of gain)

8.13 Income from an overseas pension



This includes:

- Value of pension benefits in excess of your Available Lifetime Allowance, taken by you as a lump sum
- Amount of unauthorised payment from a pension scheme, not subject to surcharge
- Total amount of unauthorised payment from a pension scheme, subject to surcharge
- Taxable short service refund of contribution (overseas pension schemes only)
- Taxable lump sum death benefit payment (overseas pensions only)

8.14 Other overseas income and gains



This includes:

- Amount of omissions (exemptions under transfer of foreign assets)

Part D

Income deductions

8.17 Allowable expenses on which you claimed tax relief



This includes:

- Total amount of allowable expenses
- Foreign tax for which tax credit relief not claimed
- Business travel and subsistence expenses
- Fixed deductions for expenses
- Professional fees and subscriptions
- Other expenses and capital allowances

Section 9 Student's family details

9.2 Ineligible as earning over the maximum threshold for EMA entitlement



To be eligible to get EMA payments your total household income amount must be:

- £20,500 or less, and the student is the only young person; **or**
- £22,500 or less, **and** there's more than one young person who qualifies for Child Benefit in the household.

If you want to speak to someone about your specific situation you can call **0300 200 7089**.

9.3 Other young people in the household who are:



- under the age of 16 and qualify for Child Benefit
- or**
- aged 16, 17, 18, 19 or 20 on 1 September 2020, in full-time further education **and** qualify for Child Benefit

You need to send evidence for each child you named in 9.3.

If they're under 16, send us:

- your household's most recent Child Benefit statement; **or**
- the child's birth certificate; **or**
- your household's Tax Credit Award Notification that lists each young person.

If they're 16, 17, 18, 19 or 20, send us:

- your household's most recent Child Benefit statement; **or**
- your household's Tax Credit Award Notification that lists each young person; **or**
- the child's birth certificate **and** a confirmation of enrolment or award from a Further Education Institution as proof that the child has been accepted onto a course.

Additional Information

When will I get paid?

Before we can make payments:

- you must agree and sign both parts of your EMA Agreement with your school or college;
and
- your school or college must tell us you have been in attendance.

We'll pay you every 2 weeks on a Monday.

For example, if you're approved to receive EMA and your school or college confirms your attendance, we'll pay you £60 every 2 weeks.

If your next payment day falls on a bank holiday we'll pay you on the next working day. If you've given your mobile phone number in section 2, we'll text you to let you know when you'll get your EMA.

You won't get EMA payments during term holidays as EMA is not paid when your school or college is closed.

Bonus payments are normally made in January and June.

How do I make a complaint?

Problems can usually be settled quickly and easily by simply telephoning the department you've been dealing with, explaining your problem and asking to have it resolved. If this doesn't resolve the problem to your satisfaction, or you believe that this approach may be inappropriate, you can make a complaint in one of the following ways.

- By writing to:
**Customer Relations Unit
Student Loans Company Limited
100 Bothwell Street, Glasgow, G2 7JD**
- By telephoning the department you last dealt with and asking for a telephone complaint to be logged.
- By emailing **customer_complaints@slc.co.uk**

Remember to quote your Customer Reference Number (if you have one) in all correspondence.

If you feel that you've suffered as a result of maladministration or a service failure in relation to your application or assessment, you've the right to make a complaint directly to the Northern Ireland Ombudsman's Office.

Appeals

If you want to appeal a decision about your eligibility for EMA, you should first contact the EMA Customer Services Team by calling **0300 200 7089**, or emailing **ema_ni@slc.co.uk**

Further appeals should be sent in writing with supporting evidence to:

**Department for the Economy's Head of Student Support
6th floor Adelaide House
39-49 Adelaide Street, Belfast, BT2 8FD**

**LIÚNTAS COTHABHÁLA
OIDEACHAIS (LCO)**

Nótaí Iarratais

Bliana Acadúla

2020/21

www.nidirect.gov.uk



**Cuir
Isteach
Anois!**

An dóigh le feidhm a bhaint as na nótaí seo

Déantar na nótaí seo a roinnt ina rannáin ar an dóigh chéanna leis an fhoirm iarratais, chun go dtig leat an t-eolas ceart a aimsiú níos gasta. Ba cheart duit na nótaí seo a choinneáil, tá go leor eolais áisiúil anseo a d'fhéadfadh a bheith chun do leasa i rith na bliana.



Nuair a tchífidh tú an deilbhín seo san fhoirm iarratais, beidh tuilleadh **eolais** sna nótaí seo le cuidiú leat.



Mar a bhfeiceann tú an deilbhín seo san fhoirm iarratais, tugtar le fios go mbeidh ort **fianaise** a sheoladh. Cuirfidh an treoir seo in iúl duit cad é go cruinn a bheas de dhíobháil orainn uait. Ba cheart duit **fótachóipeanna** de do chuid fianaise a sheoladh mura gcuirtear a mhalairt in iúl. Cuirfidh muid buncháipéisí ar bith ar ais.

Cad é EMA?

Is liúntas seachtainiúil é Liúntas Cothabhála Oideachais de £30 le cuidiú le daoine in aois 16, 17, 18 agus 19 leis na costais a bhaineann le breisoideachas.

Déantar íocaíochtaí achán dhá sheachtain fhad is a choinníonn tú ort ag baint riachtanais do choláiste fá dtaobh de fhreastal amach. Tá dhá bhónas de £100 bunaithe ar fheidhmíocht ann fosta a dhíoltar de ghnáth in Eanáir agus i Meitheamh.

Má fhaigheann tú an Liúntas, ní rachaidh sé i bhfeidhm ar shochair ar bith a fhaigheann tú féin nó do theaghlach cheana féin.

Ní féidir glacadh leis an fhoirm iarratais seo mar ghealltanais suim ar bith a dhíol i dtaca leis an Liúntas. Bíonn an oiread dá bhfuil an liúntas le fáil ag brath ar shásamh critéir cháilíochta na scéime agus fáil a bheith ar na cistí cuí de chuid an rialtais. Níl sé i gceist coinne dleathach ar bith a mhúnlú.

Cé atá i ndon an Liúntas a fháil?

D'fhéadfá an Liúntas a fháil má bhaineann na ráitis seo a leanas uilig leat:

- tá tú ag staidéar lánaimseartha ar scoil ar feadh ar a laghad 15 uaire i gcoinne na seachtaine ag coláiste breisoideachais ar chúrsa incháilithe;
- baineann tú amach na rialacha fá dtaobh de náisiúntacht agus chónaí;
- tá cónaí ort i dteaghlach le hioncam de:
 - £20,500 nó faoina bhun, agus is tú an t-aon duine óga amháin; nó
 - £22,500 nó faoina bhun, **agus** té níos mó ná duine óg amháin a cháilíonn do Shochair Leanaí sa teaghlach;
- ní bhfuair tú an liúntas is mó fá choinne scéim an Liúntais cheana féin; agus
- tá tú 16, 17, 18 nó 19 mbliana d'aois ar nó idir 2ú Iúil 2019 agus 1ú Iúil 2020.

Cuidiú agus eolas breise

Fá choinne an eolais is úire, gabh go www.nidirect.gov.uk/articles/education-maintenance-allowance-explained

Má bhíonn ort labhairt le duine inteach fá dtaobh den Liúntas, tig leat gaoch orainn ar **0300 200 7089** (**Minicom: 0300 100 0615**).

Tá ár gcuid foirmeacha ar fad le fáil in Braille, i bhformáid cló nó i gclósformáid. Má bhíonn seo de dhíobháil ort, tig leat d'ainm, do sheoladh agus sonraí fá dtaobh den fhoirm atá de dhíobháil ort a sheoladh mar ríomhphost go brailleandlargefonts@slc.co.uk nó gaoch ar **0141 243 3686**.

Rud ar bith eile?

Más rud é go n-athraíonn cúinsí ar bith de do chuid le linn na bliana acadúla, beidh ort gaoch ar **0300 200 7089** le muid a chur ar an eolas.

Fórsaí an Airm

Más rud é go bhfuil tú féin, do thuismitheoir(i) nó do pháirtí ar dualgas i bhfórsaí an airm, caithfidh tú cur isteach ar airgeadas mic léinn sa tír ina bhfuil cónaí ort de gnáth nuair a liostáil tú/siad mura bhfuil tú i do chónaí go buan i limistéar eile de chuid na Ríochta Aontaithe.

Rannán 1 Comhaontuithe agus toiliú

Achoimre Úsáide Faisnéise

Is é Airgeadas Mac Léinn Thuaisceart Éireann an tseirbhís airgeadas mac léinn a chuireann Cuideachta lasachtaí Mac Léinn Teo. (SLC) ar fáil, agus an tÚdarás Oideachais, maoinithe ag Feidhmeannas Thuaisceart Éireann. Tá socruithe déanta ag an Roinn Eacnamaíochta (DfE) go ndéanfar feidhmeanna áirithe a bhaineann le hiarratais airgeadais mac léinn a chur i bhfeidhm ag SLC.

Bainfear feidhm as an fhaisnéis ar an fhoirm seo le go bpróiseálfar an iarratas fá choinne an Liúntais ag an Chuideachta agus riarachán ar bith eile ina dhiaidh sin. Déantar achan rannán a iarrann sonraí pearsanta ort a mhíniú anseo thíos:

- **Rannán 2 Sonraí an mhic léinn** – bainfidh muid feidhm as an fhaisnéis a chuireann tú ar fáil sa rannán seo le d'aitheantas a dhearbhu agus más gá dúinn dul i dteagmháil leat féin nó do thríú páirtithe ainmnithe.
- **Rannán 3 Sonraí do chuid íocaíochtaí** – ní bhainfidh muid feidhm as an fhaisnéis a chuireann tú ar fáil sa rannán seo ach amháin má bhíonn orainn íocaíochtaí a thabhairt duit féin nó don tríú páirtí atá ainmnithe agat.
- **Rannán 4 Sonraí scoile nó coláiste an mhic léinn** – bainfidh muid feidhm as an fhaisnéis a chuireann tú ar fáil sa rannán seo chun oibriú amach an bhfuil tú ag fáil maoinithe oideachais ar bith ó fhoinsí eile agus an bhfuil tú i mbun staidéir ag scoil/coláiste atá cáilithe leis an Liúntas a fháil.
- **Rannán 5 Sonraí náisiúntachta agus cónaithe an mhic léinn** – bainfidh muid feidhm as an fhaisnéis a chuireann tú ar fáil sa rannán seo chun oibriú amach an bhfuil tú i dteideal an Liúntas a fháil agus le d'aitheantas a dheimhniú.
- **Rannán 6 Sonraí cónaithe an mhic léinn** – bainfidh muid feidhm as an fhaisnéis a chuireann tú ar fáil sa rannán seo le hoibriú amach an bhfuil tú cáilithe le EMA a fháil bunaithe ar stair do chónaithe.
- **Rannán 7 Sonraí neamhspleáchais an mhic léinn** – bainfidh muid feidhm as an fhaisnéis a chuireann tú ar fáil sa rannán seo le hoibriú amach an bhfuil tú spleách nó neamhspleách. Tá seo tábhachtach siocair go mbeidh muid i ndon an fhaisnéis shonrach fá dtaobh d'airgeadas agus/no an fhianaise a bheas de dhíobháil orainn le hoibriú amach an bhfuil tú cáilithe le EMA a fháil a iarraidh ort ansin.
- **Rannán 8 Sonraí airgeadais** – ní bhainimid feidhm a chuireann tú féin agus/nó do thuismitheoir(i)/do pháirtí ar fáil sa rannán seo chun oibriú amach an bhfuil tú i dteideal an Liúntas a fháil bunaithe ar ioncam do theaghlach. Ciallaíonn seo cuid de na sonraí a roinnt le CICB.
- **Rannán 9 Sonraí teaghlach an mhic léinn** – ní bhainimid feidhm as an teaghlach a chuireann tú féin agus do theaghlach ar fáil sa rannán seo chun oibriú amach an bhfuil tú i dteideal an Liúntas a fháil bunaithe ar ioncam do theaghlach.

Le tuilleadh sonraí a fháil amach fá dtaobh den dóigh a bhaintear feidhm as do chuid faisnéise, cé atá freagrach aisti agus de na cearta atá agat maidir léi, amharc le do thoil ar ár Ráiteas iomlán Fógra Príobháideachta atá le fáil ar lín ag

www.nidirect.gov.uk/publications/education-maintenance-allowance-application-forms-and-guidance-notes

Mura bhfuil rochtain agat ar an idirlíon, cuir scairt orainn le do thoil **0300 200 7089** agus thig linn cóip a chur chugat.

Rannán 1 Comhaontuithe agus toiliú (ar leanstan)

1.1 Treas páirtí údaraithe



Le tríú páirtí údaraithe is é atá i gceist againn duine a bhfuil an t-údarás aige feidhmiú agus/nó íocaíochtaí a fháil thar ceann an mhic léinn. Beidh fianaise ar nós cáipéisí ó Údarás Áitiúil nó Cumhacht Aturnae de dhíobháil. **Amharc 1.2 thíos.**

1.2 Treas páirtí údaraithe



Caithfidh muid cruthúnas a fheiceáil go bhfuil tú údaraithe le gníomhú agus/nó cistí a choinneáil thar cionn an mhic léinn, cuir ionsorainn:

- Cáipéisí ó Chomhlacht Poiblí (mar shampla an Roinn Sláinte) nó Cumhacht Aturnae ag daingniú go bhfuil tú údaraithe le gníomh agus/nó glacadh le híocaíochtaí thar cionn an mhic léinn.

Áirítear le samplaí:

- ráiteas fá dtaobh de riachtanais bhreise speisialta an mhic léinn; **nó**
- litir ag taispeáint go bhfaigheann tú Liúntas Maireachtála Éagumais thar cionn an mhic léinn; **nó**
- litir ag taispeáint go bhfaigheann tú Íocaíocht Phearsanta Neamhspleáchais (PIP) thar ceann an mhic léinn.

Rannán 2 Sonraí an mhic léinn

2.2 Sonraí pearsanta



Beidh cruthúnas ar d'aois agus d'aitheantas de dhíobháil orainn, cuir ceann amháin den mhéid seo a leanas ar fáil:

- sonraí do phas bhailí de chuid na RA de réir mar a iarrtar i Rannán 5 den fhoirm iarratais; **nó**
- do bhunphas bailí de chuid Phoblacht na hÉireann nó taobh amuigh den AE; **nó**
- do bhunteastas breithe/uchtaithe; **nó**
- do Bhunthead Bithmhéadrach Cónaitheachta.

Ní bhainfear feidhm as do cheadúnas ach amháin le d'aitheantas a fhíorú, ní dhéanfar sonraí ar bith eile as a úsáid ná a stóráil.

Má chuireann tú sonraí do phas bhailí de chuid na RA ar fáil i rannán 5 ní gá duit do phas a sheoladh chugainn.

Más rud é go bhfuil do phas de chuid na RA imithe as feidhm caithfidh tú do bhunteastas breithe nó uchtaithe de chuid na RA a chur isteach.

Má tá d'ainm i ndéidh athrú ón ainm a thaispeántar ar do cháipéis, beidh ort cruthúnas ar athrú d'ainm a chur ionsorainn fosta, thig leis seo a bheith mar:

- do theastas pósta; **nó**
- gníomh aon pháirtí.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

2.3 Sonraí teagmhála



Beidh cruthúnas fótachóipeáilte go bhfuil cónaí ort ag an tseoladh seo de dhíobháil orainn. Cuirtear chugainn:

- bille gáis, leictreachais nó a leithéid le dáta le trí mhí anuas; **nó**
- litir do Rátaí fá choinne na bliana reatha; **nó**
- d'Fhógra Dhámhachtain Creidmheas Cánach.

Féadfaidh an cruthúnas bheith in ainm do thuismitheora/do chaomhnóra/do pháirtí.

Rannán 4 Sonraí scoile nó coláiste an mhic léinn

- 4.1 An bhfaigheann tú nó ar faomhadh duit Dámhachtain Breisoideachais (FE) ón Roinn Geilleagair, nó sparánacht ón Roinn Comhshaoil, Talmhaíochta agus Gnóthaí Tuaithe (DAERA)?



Ní thig leat íocaíochtaí EMA a fháil fá choinne an chúrsa a bhfuil tú ag déanamh iarratais dó más rud é go bhfaigheann tú ceachtar ceann de na cineálacha seo maoinithe nó gur faomhadh fána gcoinne thú.

Má fhaightear amach go bhfaigheann tú an Liúntas agus ceachtar de na foinsí maoinithe seo, beidh ort íocaíochtaí Liúntais ar bith a íoc ar ais.

Rannán 5 Sonraí náisiúntachta agus cónaitheachta an mhic léinn



Náisiúnaigh AE agus LEE

Tá liosta suas go dáta de bhallthíortha uilig an AE agus an LEE le fáil ag: www.homeoffice.gov.uk



I do chónaí de ghnáth

Le 'i do chónaí de ghnáth' is é is brí linn go bhfuil tú i do chónaí de ghnáth agus go dleathach sa RA, san AE/sa LEE nó san Eilvéis de rogha. Más rud é gur ghluais tú chun na RA chun críocha oideachais, beidh ort a bheith i do chónaí de ghnáth san AE/sa LEE nó san Eilvéis sula raibh tú i do chónaí de ghnáth sa RA.



Briseadh i gcónaitheacht

Más rud é nach raibh tú i do chónaí de ghnáth, thioctadh dó go mbeidh tú incháilithe fá choinne maoinithe fós má thig leat a thaispeáint gur briseadh sealadach a bhí i gceist agus go raibh fút pilleadh ar an RA más rud é go raibh an briseadh ann siocair a bheith ar dualgas sna Fórsaí Míleata, meastar tú a bheith i do chónaí sa RA go fóill.

Samplaí de bhriseadh sealadach inghlactha:

- briseadh bliana
- obair dheonach thar lear
- tuismitheoirí ag obair thar lear air chonradh fostaíochta sealadach

Caithfidh tú fianaise a chur chugainn lena n-áirítear ach nach bhfuil teoranta le:

- litir ó do sholáthróir foghlama a dheimhníonn do bhriseadh bliana
- litir ón fhostóir ar pháipéar ceanteidil a dheimhníonn d'fhostaíocht shealadach agus na dátaí a bhí tú ag obair
- litir ó na Fórsaí Míleata más infheidhmithe
- víosaí nó ceadanna oibre sealadacha sa bhreis ar an mhéid thuas

Caithfidh tú fosta bheith i do chónaí i dTuaisceart Éireann ar an chéad lá de do chúrsa le EMA a fháil. Má bhíonn ort do Chead Cónaithe Bithmhéadrach a chur chugainn mar fhianaise fá choinne ceiste ar bith sa rannán seo, bí deimhnithe de nach mbainfidh muid feidhm as ach le d'aitheantas a fhíorú, ní dhéanfar sonraí ar bith eile as a úsáid ná a stóráil.

5.1 Náisiúnach de chuid an RA nó Phoblacht na hÉireann



Má tá pas bailí de chuid na RA agat cuir isteach na sonraí seo. Ciallaíonn **nach gá duit do phas a sheoladh chugainn**. Mura bhfuil pas bailí de chuid na RA agat, beidh malairt fianaise de dhíobháil.

Caithfidh tú an méid seo a leanas a sheoladh chugainn:

- do **bhunphas** bailí de chuid Phoblacht na hÉireann; nó
- do **bhunteastas** breithe.

Ní thig linn glacadh le pas atá imithe ó fheidhm mar chruthúnas ar d'aitheantas.

5.2 Náisiúnach de chuid an AE



Cuir ionsorainn:

- do phas bailí; nó
- do Chárta Aitheantais Náisiúnta.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

Caithfidh tú fianaise a sheoladh a thaispeánann go bhfuil tú i do chónaí sa RA le trí bliana anuas.

Féadfaidh fianaise fhótachóipeáilte a bheith mar ach gan a bheith teoranta le:

- litir ar pháipéar ceanteidil ó do scoil nó do choláiste ag deimhniú d'ainm, do sheolaidh/sheolta agus an dáta ar eisíodh an litir;
- bille fóntais (is féidir iad seo a phrintáil ó do chunntas ar líne mura bhfaigheann tí billí páipéir);
- an Fógra is úire de chuid do theaghligh fá dtaobh de Dhámhachtain Chreidmheas Cánach a liostálann achan duine óg;
- ráitis bhana (is féidir iad seo a phrintáil ó do chunntas ar líne mura bhfaigheann tí billí páipéir);
- Bille Cánach na Comhairle.

Rannán 5 Sonraí náisiúntachta agus cónaitheachta an mhic léinn (ar leanstan)

5.3 'Stádas Socraithe' sa RA



Cuir ionsorainn:

- do Chead Bithmhéadrach Cónaithe; **nó**
- do litir ón Oifig Gnóthaí Baile **agus** do litir fá dtaobh de stádas imirce.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

5.4 'Cead fanachta ar mhaithe le cosaint dhaonnúil' nó 'cead lánroghnach'



Thig leat cur isteach ar mhaoiniú an fhad is nach dtéann do stádas nó stádas duine den teaghlach as feidhm roimh 1ú Meán Fómhair 2020.

Má théann do stádas as feidhm sula gcríochnaíonn tú do chúrsa, iarrfaidh muid fianaise fá dtaobh de do stádas nuashonraithe.

Má bhaineann an stádas seo leat féin, beidh ort cur ionsorainn mar seo a leanas:

- do Chead Bithmhéadrach Cónaithe; **nó**
- do litir ón Oifig Gnóthaí Baile **agus** do litir fá dtaobh de stádas imirce.

Má bhaineann an stádas seo leis an bhall de do theaghlach, beidh ort cur ionsorainn mar seo a leanas:

- cruthúnas ar do ghaol leis an bhall den teaghlach leis an dáta chéanna lena n-iarratas don Oifig Gnóthaí Baile.

Má éilíonn tú maoiniú mac léinn mar pháiste nó leaspháiste duine ar bronnadh an stádas seo air, ní dhéanfar do mheas mar 'pháiste' dá mba rud é go raibh tú faoi aois 18 ag am iarratas do thuismitheora nó do leathuismitheora go hOifig Gnóthaí Baile na RA.

Má éilíonn tú maoiniú mac léinn mar fhear céile, mar bhean chéile nó mar pháirtí sibhialta duine ar bronnadh an stádas seo air, beidh ort bheith mar fhear céile, mar bhean chéile nó mar pháirtí sibhialta dóibh ag am a n-iarratais.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

Rannán 5 Sonraí náisiúntachta agus cónaitheachta an mhic léinn (ar leanstan)

5.5 'Stádas Dídeanaí' nó 'stádas sealadach cosanta AE' sa Ríocht Aontaithe



Thig leat cur isteach ar mhaoiniú an fhad is nach dtéann do stádas nó stádas duine den teaghlach as feidhm roimh 1ú Meán Fómhair 2020.

Má théann do stádas as feidhm sula gcríochnaíonn tú do chúrsa, iarrfaidh muid fianaise fá dtaobh de do stádas nuashonraithe.

Má bhaineann an stádas seo leat féin, beidh ort cur ionsorainn mar seo a leanas:

- do Chead Bithmhéadrach Cónaithe; **nó**
- do litir ón Oifig Gnóthaí Baile **agus** do litir fá dtaobh de stádas imirce.

Má bhaineann an stádas seo leis an bhall de do theaghlach, beidh ort cur ionsorainn mar seo a leanas:

- cruthúnas ar do ghaol leis an bhall den teaghlach leis an dáta chéanna lena n-iarratas don Oifig Gnóthaí Baile.

Má éilíonn tú maoiniú mac léinn mar pháiste nó leaspháiste duine ar bronnadh an stádas seo air, ní dhéanfar do mheas mar `pháiste' dá mba rud é go raibh tú faoi aois 18 ag am iarratas do thuismitheora nó do leathuismitheora go hOifig Gnóthaí Baile na RA.

Má éilíonn tú maoiniú mac léinn mar fhear céile, mar bhean chéile nó mar pháirtí sibhialta duine ar bronnadh an stádas seo air, beidh ort bheith mar fhear céile, mar bhean chéile nó mar pháirtí sibhialta dóibh ag am a n-iarratais.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

Rannán 5 Sonraí náisiúntachta agus cónaitheachta an mhic léinn (ar leanstan)

5.6 'Cead fanachta' mar dhuine gan stát



Thig leat cur isteach ar mhaoiniú an fhad is nach dtéann do stádas nó stádas duine den teaghlach as feidhm roimh 1ú Meán Fómhair 2020.

Má théann do stádas as feidhm sula gcríochnaíonn tú do chúrsa, iarrfaidh muid fianaise fá dtaobh de do stádas nuashonraithe.

Má bhaineann an stádas seo leat féin, beidh ort cur ionsorainn mar seo a leanas:

- do Chead Bithmhéadrach Cónaithe; **nó**
- do litir ón Oifig Gnóthaí Baile **agus** do litir fá dtaobh de stádas imirce.

Má bhaineann an stádas seo leis an bhall de do theaghlach, beidh ort cur ionsorainn mar seo a leanas:

- cruthúnas ar do ghaol leis an bhall den teaghlach leis an dáta chéanna lena n-iarratas don Oifig Gnóthaí Baile.

Má éilíonn tú maoiniú mac léinn mar pháiste nó leaspháiste duine ar bronnadh an stádas seo air, ní dhéanfar do mheas mar `pháiste' dá mba rud é go raibh tú faoi aois 18 ag am iarratas do thuismitheora nó do leathuismitheora go hOifig Gnóthaí Baile na RA.

Má éilíonn tú maoiniú mac léinn mar fhear céile, mar bhean chéile nó mar pháirtí sibhialta duine ar bronnadh an stádas seo air, beidh ort bheith mar fhear céile, mar bhean chéile nó mar pháirtí sibhialta dóibh ag am a n-iarratais.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

5.7 'Cead fanachta' faoi rannán 67 d'Acht Inimirce 2016



Thig leat cur isteach ar mhaoiniú an fhad is nach dtéann do stádas nó stádas duine den teaghlach as feidhm roimh 1ú Meán Fómhair 2020.

Má théann do stádas as feidhm sula gcríochnaíonn tú do chúrsa, iarrfaidh muid fianaise fá dtaobh de do stádas nuashonraithe.

Má bhaineann an stádas seo leat féin, beidh ort cur ionsorainn mar seo a leanas:

- do Chead Bithmhéadrach Cónaithe; **nó**
- do litir ón Oifig Gnóthaí Baile **agus** do litir fá dtaobh de stádas imirce.

Má bhaineann an stádas seo leis an bhall de do theaghlach, beidh ort cur ionsorainn mar seo a leanas:

- cruthúnas ar do ghaol leis an bhall den teaghlach leis an dáta chéanna lena n-iarratas don Oifig Gnóthaí Baile.

Má éilíonn tú maoiniú mac léinn mar pháiste nó leaspháiste duine ar bronnadh an stádas seo air, ní dhéanfar do mheas mar `pháiste' dá mba rud é go raibh tú faoi aois 18 ag am iarratas do thuismitheora nó do leathuismitheora go hOifig Gnóthaí Baile na RA.

Caithfidh an fhianaise ar fad a chuireann tú isteach a bheith ina **bunfhianaise**.

Rannán 5 Sonraí náisiúntachta agus cónaitheachta an mhic léinn (ar leanstan)

5.8 Páiste náisiúnaigh de chuid na Tuirce atá nó a bhíodh ag obair sa RA



Cuir ionsorainn:

- do phas bailí; **nó**
- do Chárta Aitheantais Náisiúnta.

Beidh cruthúnas gur náisiúnach de chuid na Tuirce do thuismitheoir/do leathuismitheoir de dhíobháil orainn, cuirtear chugainn:

- pas bailí do thuismitheora; **nó**
- a gCárta Aitheantais Náisiúnta **agus** cruthúntas ar bhur ngaol.

Caithfidh na míreanna fianaise ar fad thuas a bheith ina **mbuncháipéisí**.

Tá cruthúnas fótachóipeáilte go bhfuil siad i mbun/ag cuardach oibre sa RA de dhíth orainn fosta, cuirtear chugainn:

- a bP60; **nó**
- tá bP45; **nó**
- litir óna bhfostóir ar cheannpháipéar; **nó**
- a gcuntais iniúchta; **nó**
- a n-aiseag cánach; **nó**
- sonraí fá dtaobh dá n-ioncam.

5.9 Páiste náisiúnaigh de chuid na hEilvéise



Cuir ionsorainn:

- do phas bailí; **nó**
- do Chárta Aitheantais Náisiúnta.

Beidh cruthúnas gur náisiúnach de chuid na hEilvéise do thuismitheoir/do leathuismitheoir de dhíobháil orainn, cuirtear chugainn:

- pas bailí do thuismitheora ar náisiúnach de chuid na hEilvéise iad; **nó**
- a gCárta Aitheantais Náisiúnta **agus** cruthúntas ar bhur ngaol.

Caithfidh na míreanna fianaise ar fad thuas a bheith ina **mbuncháipéisí**.

Tá cruthúnas fótachóipeáilte go bhfuil siad ina gcónaí sa RA de dhíth orainn fosta, cuirtear chugainn:

- litir shínithe le daingniú go bhfuil/go raibh do thuismitheoir ar náisiúnach de chuid na hEilvéise iad ina gcónaí sa RA ar an chéad lá den bhliain acadúil.
- agus cionn amháin den mhéid seo a leanas:**
- an ráiteas bainc is úire; **nó**
 - an duillín pá is úire (a thaispeánann seoladh baile); **nó**
 - aontú tionóntachta/ráiteas morgáiste; **nó**
 - bille fóntais (le dáta le trí mhí anuas); **nó**
 - comhfhreagras Údaráis Áitiúil (ar cheannpháipéar); **nó**
 - comhfhreagras Roinne Rialtais.

Rannán 5 Sonraí náisiúntachta agus cónaitheachta an mhic léinn (ar leanstan)

5.10 Náisiúnach de chuid an LEE nó na hEillbhéise atá/a bhíodh ag obair nó atá ag cuartú oibre sa RA



Má stadann tú/an ball de do theaghlach de bheith ag cuartú oibre go gníomhach agus mura bhfuil ag cuartú oibre go gníomhach sa RA caithfidh tú teagmháil a dhéanamh linn ar **0300 200 7089** agus cuir in iúl dúinn.

Má bhaineann an stádas seo leat, beidh ort cur ionsorainn mar seo a leanas:

- do phas bailí; **nó**
- do Chárta Aitheantais Náisiúnta; **nó**
- do Chárta Buanchónaí (LEE amháin).

Caithfidh fianaise ar bith thuas a chuireann tú isteach bheith ina **bunfhianaise**.

Tá fótachóip de cheann ar bith den mhéid seo a leanas de dhíth orainn fosta:

- do P60; **nó**
- do P45; **nó**
- litir ó d'fhostóir ar cheannpháipéar; **nó**
- do chuid cuntas iniúchta; **nó**
- d'aiseag cánach; **nó**
- sonraí fá dtaobh de d'ioncam; **nó**
- cruthúnas go bhfuil tú ag cuartú fostaíochta go gníomhach sa RA.

Má bhaineann an stádas seo leis an bhall de do theaghlach, beidh ort cur ionsorainn mar seo a leanas:

- á bpas bailí; **nó**
- á gCárta Aitheantais Náisiúnta **agus** cruthúnas ar bhur ngaol.

Caithfidh fianaise ar bith thuas a chuireann tú isteach bheith ina **bunfhianaise**.

Tá cruthúnas fótachóipeáilte go bhfuil siad i mbun/ ag cuardach oibre sa RA de dhíth orainn fosta, cuirtear chugainn:

- a bP60; **nó**
- a bP45; **nó**
- litir óna bhfostóir ar cheannpháipéar; **nó**
- a gcuid cunntas iniúchtha; **nó**
- a n-aiseag cánach; **nó**
- sonraí fá dtaobh dá n-ioncam; **nó**
- cruthúnas go bhfuil siad ag cuartú fostaíochta go gníomhach sa RA.

5.11 Neamh-incháilithe ar do chúinsí náisiúntachta agus cónaí



Caithfidh tú na riachtanais fá dtaobh de náisiúntacht agus chónaí a leagtar amach i scéim an Liúntais a bhaint amach le fócaíochtaí Liúntais a fháil.

Más dóigh leat go bhféadfá cáilithe fós agus más mian leat labhairt le duine ínteach fá dtaobh de do chás sonrach, thig leat scairt ar **0300 200 7089**.

Rannán 7 Stair neamhspleáchais an mhic léinn

7.2 Tá mé ag déanamh gur cheart domh a bheith i mo mhac léinn neamhspleách



Más rud é go bhfuair tú comhairle leanstan ort i do mhac léinn neamhspleách (is é sin go bhfuil tú spleách ó thaobh airgeadais ar do thuismitheoir/do chaomhnóir ach gur mac léinn neamhspleách i dtólamh thú i do bharúil – cuir scairt ionsorainn ar **0300 200 7089** le do chás a phlé.

7.3 I do chónaí faoi chúram na Roinne Sláinte nó thuismitheora/tuismitheoirí altrama



Fá choinne aon tréimhse trí mhí ag críochnú ar an dáta a bhain tú aois 16 amach nó ina dhiaidh agus roimh 1ú Meán Fómhair 2020, go raibh tú i do chónaí faoi chúram na Roinne Sláinte nó thuismitheoirí ach nach raibh tú faoi chúram dlíthiúil do thuismitheoirí.

Caithfidh tú seo a chur chugainn:

Litir ar pháipéar ceanteidil ón Roinn Sláinte a dheimhníonn go bhfuil tú i do chónaí faoina gcúram siúd nó le thuismitheoirí altrama.

Caithfidh an litir seo do sheoladh reatha a dheimhniú fosta; agus caithfidh sí bheith sínithe ag oifigeach ón Roinn Sláinte le stampa oifigiúil san áireamh.

Faigheann tú Tacaíocht Ioncaim nó Liúntas Fostaíochta is Tacaíochta coibhneasta le hloncam i d'ainm féin



Beidh ort cur ionsorainn mar seo a leanas:

- do ráiteas sochar reatha fá choinne 6ú Aibreán 2019 go 5ú Aibreán 2020; **nó**
- do Fhógra Dhámhachtain Creidmheas Cánach fá choinne 6ú Aibreán 2019 go 5ú Aibreán 2020.

Freagrach as páiste



Beidh ort cur ionsorainn mar seo a leanas:

- an ráiteas Sochair Linbh is úire de do chuid; **nó**
- an Fógra um Dhámhachtain Creidmheasa Cánach is úire de do chuid; **nó**
- teastas **bunteastas** breithe do pháiste.

Rannán 8 Sonraí airgeadais

Cuid A



Féin-mheasta

Más rud é gur líon tú aiseag cánach ar líne

Ba cheart duit tagairt a dhéanamh do d'aiseag cánach sábháilte ar líne fá choinne na bhfigiúirí ioncaim atá de dhíobháil sa rannán seo.

Más rud é gur líon tú aiseag cánach ar pháipéar

Tá treoir ar líne le cuidiú leat na ceisteanna sa rannán seo a fhreagairt agus thig leat í a íoslódáil ó: www.nidirect.gov.uk nó más mian leat go gcuirfead cóip ionsort cuir scairt ionsorainn ar **0300 200 7089**.



Comhroinnt Sonraí

Roinnfidh agus seiceálfaidh muid na sonraí airgeadais a thugann tú dúinn le hIoncam is Custam A Soilse. Déanfar an fhaisnéis seo a choinneáil go slán agus a choimeád go docht faoi fhorálacha na reachtaíochta a bhaineann le hábhar fá dtaobh de chosaint sonraí.

Má theipeann ort d'Uimhir Náisiúnta Árachais a chur ar fáil ar an fhoirm iarratais iarrfaidh muid orainn do chuid cáipéisí airgeadais a chur ar fáil. Má thaispeántar d'Uimhir Náisiúnta Árachais ar cháipéisí ar bith a sheolann tú ionsorainn mar thacú le hiarratas, bainfidh muid feidhm as an fhaisnéis seo agus déanfaidh muid í roinnt is a sheiceáil le HMRC le faisnéis chruinn airgeadais a fháil fá dtaobh díot.

Cuid B

Faisnéis airgeadais fá choinne bliain chánach 2018-19



Más rud é gur thit ioncam do theaghlach go buan ó 2018-19

Le bheith cáilithe le íocaíochtaí EMA a fháil, caithfidh ioncam iomlán an teaghlach a bheith ag:

- £20,500 nó faoina bhun agus is é an mac léinn an t-aon duine óg amháin; **nó**
- £22,500 nó faoina bhun, **agus** té níos mó ná duine óg amháin a cháilíonn do Shochair Leanaí sa teaghlach.

Más rud é i mbliain chánach 2018-19 gur chosain tú thar an tairseach seo ach gur thit d'ioncam faoi ó shin, is féidir é a mheas fá choinne an Liúntais ag baint feidhme as ioncam do theaghlach san am i láthair.

Tá cruthúnas ar ioncam reatha do theaghlach de dhíobháil orainn; beidh ort cur ionsorainn mar seo a leanas:

- an litir is úire de do chuid fá dtaobh de Thacaíocht Ioncaim; **nó**
- do chuid duillíní pá le trí mhí anuas.
- **Más féin-mheasta** – litir ó do chuntasóir ar cheannpháipéar a chuireann d'ioncam le trí mhí anuas in iúl. Caithfidh síniú agus dáta a bheith leis an litir seo.

Agus cruthúnas le taispeáint go bhfuil ioncam do theaghlach i ndéidh titim go buan; cuir ionsorainn:

- do P45; **nó**
- do litir iomarcaíochta; **nó**
- litir ó d'fhostóir ar cheannpháipéar a mhíníonn an titim buan in ioncam. Caithfidh síniú agus dáta a bheith leis an litir seo.

Más rud é go bhfuil beirt thuismitheoirí/chaomhnóirí i do theaghlach

Más rud é gur thit ioncam do thuismitheoir/do chaomhnóir amháin, caithfidh an duine eile fianaise ar a thuilleamh a chur ar fáil.

Rannán 8 Sonraí airgeadais (ar leanstan)

8.2 Ioncam ó thuarastal nó ó phá



Más rud mar chuid de do thuarastal nó do phá i mbliain chánach 2018-19 go bhfuair tú **luach dráir nó íocaíochtaí eile** nár taispeánadh ar do P60, beidh ort an figiúr seo a chur san áireamh fós nuair a chuireann tú suim iomlán ioncaim a cosnaíodh ó fhostaíocht ar fáil.

8.3 Ioncam ó shochair incháinite stáit



Ná cuir san áireamh ach ioncam a fuair tú fá choinne na sochar seo a leanas:

- Liúntas Méala
- Liúntas Cúramóra
- Liúntas Fostaíochta is Tacaíochta bunaithe ar Ranníocaíochtaí
- Sochair scoir ghrádaithe
- Sochar Éagumais (ná cuir san áireamh ach an tsuim a fuair tú i ndéidh 28 seachtain d'éagumas)
- Sochar Báis Thionsclaí
- Liúntas Chuartú Oibre
- Íocaíocht Uchtaithe
- Íocaíocht Reachtúil Máithreachais
- Íocaíocht Reachtúil Atharthachta
- Pá Reachtúil Tinnis
- Liúntais Tuismitheora ina Bhaintreach

8.4 Ioncam ó choigilteas agus ó infheistíocht



Leis an cheist seo a dhéanamh níos fusa, tá muid i ndéidh í a roinnt i gceithre chuid ar leith. Féadfaidh go bhfuair tú ioncam nó nach bhfuair ó achan chuid, díreach inis dúinn fá dtaobh na cinn a fuair tú.

Díreach inis dúinn fá dtaobh den tsuim den ús/ioncam a fuair tú ó choigilteas agus infheistíocht i mbliain chánach 2018-19, ní suim an choigiltis nó na hinfeistíochta a bhí agat.

8.5 Ús iomlán ó bhainc, ó chumann tógála agus ó aontais chreidmheasa sa RA



Seo ús comhlán sa RA (sula mbaintear cáin de).

Caithfidh tú ús a fuair tú ó chuntais banc, cumann tógála agus ó chuntais choigiltis eile a chur san áireamh ach amháin má tá sé go sonrach neamhincháinite, mar shampla, Cuntas Coigiltis neamh-incháilithe srl.

Mura nochtann tú ioncam coigiltis agus infheistíochta ar bith do HMRC, déan tagairt do do ráitis ón bhanc nó ón chumann tógála fá choinne na bhfigiúr seo.

Rannán 8 Sonraí airgeadais (ar leanstan)



Ioncam iomlán ó bhrabúis árachais bheatha, urrúis agus chomhpháirtíochtaí

Áirítear leis seo:

- Ús ó urrúis órchiumhsacha agus eile de chuid na RA – suim chomhlán roimh cháin
- Brabúis ó bheartais árachais bheatha srl de chuid na RA ar measadh cáin a bheith íoctha orthu
- Brabúis ó bheartais árachais bheatha srl de chuid na RA ar measadh gan cáin ar bith a bheith íoctha orthu
- Brabúis ó bheartas árachais bheatha srl de chuid na RA, brabúis ó ISAnna neamhnithe
- Do scar d'ús faoi cháin srl
- Ioncam coigiltis iomlán gan cháin incháinite ag 20%
- Ioncam faoi cháin incháinite ag 10%
- Ioncam faoi cháin incháinite ag 20%



Ioncam iomlán ó infheistíocht agus ó dhíbhinní sa RA

Áirítear leis seo:

- Díbhinní ó chomhlachtaí de chuid na RA
- Díbhinní eile
- Díbhinní stoic
- Dáileadh neamhcháilithe agus iasachtaí cuideachtaí dúnta scaoilte
- Scéimeanna scar – suim incháinite



Ioncam iomlán ó infheistíocht agus ó dhíbhinní thar lear

Áirítear leis seo:

- Díbhinní thar lear
- Ús agus ioncam eile ó choigilteas thar lear
- Díbhinní ó chomhlachtaí thar lear
- Ioncam díbhinne a fuair tó ó dhuine thar lear

8.5 Sochair incháinite le hábhar



Áirítear leis seo:

- Sócmhainní a chuirtear ar diúscairt don fostaí (carranna, réadmhaoín, earraí nó sócmhainní eile)
- Íocaíochtaí a rinneadh thar cionn fostaí
- Dearbháin agus cártaí creidmheasa
- Cóiríocht
- Liúntas mílte agus íocaíochtaí paisinéirí
- Ionann iomlán airgid carranna/feithiclí a cuireadh ar fáil
- Ionann iomlán breosla d'achan charr/fheithicil a cuireadh ar fáil
- Ionann airgid iasachtaí i ndéidh ús ar bith a dhíol an t-iasachtaí a bhaint de
- Láimhseáil nó árachas príobháideach leighis
- Íocaíochtaí is sochair costais cháilithe athlonnaithe
- Seirbhísí a cuireadh ar fáil
- Sócmhainní a cuireadh de láimh fostaí
- Míreanna eile (lena n-áirítear sintiúis agus táillí gairmiúla)
- Íocaíochtaí costas a rinneadh d'fhostaí nó thar a chionn

Rannán 8 Sonraí airgeadais (ar leanstan)

Cuid C

Ioncam ar bith eile

8.7 Ioncam ó fhéinfhostaíocht



Leis an cheist seo a dhéanamh níos fusa, tá muid i ndéidh í a roinnt i gceithre chuid ar leith. Féadfaidh go bhfuair tú ioncam nó nach bhfuair ó achan chuid, díreach inis dúinn fá dtaobh na cinn a fuair tú.

8.8 Brabús iomlán athraithe ó ghnóthaí



Áirítear leis seo:

- Brabús iomlán athraithe ón ghnó seo (comhiomlánaithe fá choinne ilfhéinfhostaíochta)

8.9 Brabús iomlán athraithe ó chomhpháirtíochtaí



Áirítear leis seo:

- Scar d'ioncam iomlán faoi cháin agus gan cháin seachas a bhfuil incháinithe ag 10% is 20%
- Do scar den bhrabús iomlán athraithe ó na comhpháirtíochtaí

8.10 Ioncam mar mhinistir de chuid na heaglaise



Áirítear leis seo:

- Ioncam incháinithe lúide costais (Ministirí de chuid na heaglaise) nach bhfuil san áireamh i do P60 nó do P11D

8.11 Ioncam nó cnapshuimeanna incháinithe ar bith eile



Áirítear leis seo:

- Ioncam incháinithe ar bith eile – roimh chostais agus cháin a bhaintear de
- Cosnadh iasachta nach bhfuil incháinithe sa RA
- Cnapshuimeanna incháinithe
- Cnapshuimeanna nó sochair a fuair tú ó Scéim Scor Maoinithe ag Fostóirí gan phinsin san áireamh
- Suimeanna iomarcaíochta is cnapshuimeanna eile agus íocaíochtaí cúitimh

8.12 Ioncam ó ligean sealúchais



Áirítear leis seo:

- Ioncam ó shealúchas sa RA
- Ioncam ó shealúchas nó ó thalamh thar lear

8.13 Ioncam ó iontaobhais de chuid na RA



Áirítear leis seo:

- Ioncam lánroghnach ó iontaobhas cónaitheoirí de chuid na RA – Suim ghlan
- Íocaíocht ioncaim lánroghnaigh – Íocaíochtaí iomlána ó iontaobhais chun leasa socraitheoirí
- Teidlíocht neamh-lánroghnach ioncaim ó iontaobhas – Suim ghlan d'ioncam nach coigilteas
- Teidlíocht neamh-lánroghnach ioncaim ó iontaobhas – Suim ghlan d'ioncam coigiltis
- Teidlíocht neamh-lánroghnach ioncaim ó iontaobhas – Suim ghlan d'ioncam díbhinne
- Ioncam inmhuirir ar shocraitheoirí
- Ioncam ó eastáit de chuid na RA
- Ioncam ó eastát thar lear

Rannán 8 Sonraí airgeadais (ar leanstan)

8.12 Ioncam thar lear



Áirítear leis seo:

- Suim iomlán incháinite pinsean, sochar slándála sóisialta agus ríchíosanna srl thar lear
- Suim iomlán incháinite achan ioncaim eile a fuair duine thar lear
- Brabúis ar dhiúscairt cistí thar cladach amach agus ioncam lánroghnach ó iontaobhais neamh-chónaitheoirí
- Sochar a fuair tú ó iontaobhas, ó chomhlacht nó ó dhuine ínteach eile thar lear
- Brabúis ar bheartais bheatha thar lear (suim an bhrabúis)

8.13 Ioncam ó pinsean thar lear



Áirítear leis seo:

- Luach sochar pinsin de bhreis ar do Liúntas Beatha, a ar ghlac tú leis mar chnapshuim
- Suim d'íocaíocht neamhúdairithe ó scéim pinsin, nach bhfuil faoi réir formhuirir
- Suim d'íocaíocht neamhúdairithe ó scéim pinsin, faoi réir formhuirir
- Aisíoc gearthéarmach incháinite ranníocaíochta (scéimeanna pinsin thar lear amháin)
- Íocaíocht chnapshuim incháinite sé shochar báis (pinsin thar lear amháin)

8.14 Ioncam agus brabúis eile thar lear



Áirítear leis seo:

- Suim easnamh (díolúintí faoi aistriú sócmhainní thar lear)

Cuid D

Laghduithe ioncaim

8.17 Costais incheadaithe ar éiligh tú faoiseamh cánach orthu



Áirítear leis seo:

- Suim iomlán de chostais incheadaithe
- Cáin iasachta nár éilíodh faoiseamh chreidmheas cánach fána dtaobh
- Taisteal gnó agus costais mhaireachtála
- Laghduithe socraithe do chostais
- Táillí gairmiúla agus síntiúis
- Costais agus liúntais chaipitiúla eile

Rannán 9 Sonraí teaghlaigh an mhic léinn

- 9.2** Neamhcháilithe as siocair go bhfuil tú ag cosnadh thar an tairseach is mó fá choinne teidlíochta ar an Liúntas



Le bheith cáilithe le íocaíochtaí EMA a fháil, caithfidh ioncam iomlán an teaghlaigh a bheith ag:

- £20,500 nó faoina bhun agus is é an mac léinn an t-aon duine óg amháin; **agus**
- £22,500 nó faoina bhun, **agus** té níos mó ná duine óg amháin a cháilíonn do Shochair Leanaí sa teaghlach.

Más mian leat labhairt le duine ínteach fá dtaobh de do chás sonrach, thig leat scairt ar **0300 200 7089**.

- 9.3** Daoine óga eile sa teaghlach atá:



- faoi aois 16 agus cáilithe ar Shochar Linbh
nó
- in aois 16, 17, 18, 19 nó 20 ar 1ú Meán Fómhair 2020, i mbreisoideachas lánaimseartha **agus** cáilithe ar Shochar Linbh

Caithfidh tú fianaise a chur isteach fá choinne ach an pháiste a luaigh tú in 9.3.

Má tá siad faoi 16, cuir ionsorainn:

- an ráiteas is úire de chuid do theaghlaigh fá dtaobh de Shochar Linbh; **nó**
- teastas breithe an linbh; **nó**
- an Fógra is úire de chuid do theaghlaigh fá dtaobh de Dhámhachtain Chreidmheas Cánach a liostálann ach an duine óg.

Má tá siad in aois 16, 17, 18, 19 nó 20, cuir ionsorainn:

- an ráiteas is úire de chuid do theaghlaigh fá dtaobh de Shochar Linbh; **nó**
- bunteastas breithe an linbh; **nó**
- an Fógra is úire de chuid do theaghlaigh fá dtaobh de Dhámhachtain Chreidmheas Cánach a liostálann ach an duine óg; **nó**
- teastas breithe an linbh **agus** dearbhú fá dtaobh de rollú nó de dhámhachtain ó Institiúid Breisoideachais mar chruthú go bhfuil glactha leis an leanbh ar chúrsa.

Eolas breise

Cá huair a gheobhaidh mé íocaíocht?

Sular féidir linn íocaíochtaí a dhéanamh:

- caithfidh an dá chuid den Aontú EMA s'agat le do scoil nó do choláiste a aontú agus a shíniú;

agus

- caithfidh do scoil nó do choláiste cur in iúl dúinn go raibh tú ag freastal.

Íocfaidh muid thú achan choicís ar an Luan.

Mar shampla, má tá tú faomhaithe chun an Liúntas a fháil agus má dhaingníonn do scoil nó do choláiste tú a bheith ag freastal, íocfaidh muid £60 leat achan dhá sheachtain.

Más lá saoire baine an Luan, íocfaidh muid ar an chéad lá oibre eile thú.

Ní bhfaighidh tú íocaíochtaí EMA le linn saoire ós rud é nach n-íoctar an Liúntas nuair a bhíonn do scoil nó do choláiste dúnta.

De ghnáth déantar íocaíochtaí bónais in Eanáir agus i Meitheamh.

Goidé mar a dhéanaim gearán?

Is féidir fadhbanna a shocrú go gasta agus go héasca de ghnáth fríd ghlaoch ar an roinn a raibh tú ag déileáil léi, d'fhadhb a mhíniú agus iarraidh go ndéanfar í a réiteach. Mura réitíonn sé seo an fhadhb chun do shásachta, nó má chreideann tú go dtiocfadh nach bhfuil an cur chuige seo cuí, thig leat gearán a dhéanamh ar chionn amháin de na dóigheanna seo a leanas.

- Scríobh go:

Customer Relations Unit

Student Loans Company Limited

100 Bothwell Street, Glasgow, G2 7JD

- Fríd ghlaoch ar an roinn dheireanach a raibh tú ag déileáil léi agus iarraidh go ndéanfar gearán fóin a logáil.

- Fríd ríomhphost a chur go **customer_complaints@slc.co.uk**

Déan tagairt le do thoil do d'Uimhir Thagartha Custaiméara (má tá cionn agat) in achan chomhfhreagras.

Má airíonn tú gur fhulaing tú de dheasca drochriaracháin nó teipeadh seirbhíse maidir le d'iarratas nó do mheasúnú, tá de cheart agat gearán a dhéanamh go díreach d'Oifig Ombudsman Thuaisceart Éireann.

Achomhairc

Más mian leat cinneadh fá do cháilíocht ar EMA a achomharc, ba cheart duit dul i dteagmháil ar dtús le Foireann Seirbhísí Custaiméirí EMA fríd ghlaoch ar **0300 200 7089** nó ríomhphost a chur chuig **ema_ni@slc.co.uk**

Ba cheart achomhairc ina dhiaidh sin a chur i scríobh le fianaise tacaíochta chuig:

Department for the Economy's Head of Student Support

6th floor Adelaide House

39-49 Adelaide Street, Belfast, BT2 8FD