

# Education, Leisure and Housing

## Student Funding Application: 2023/2024

### (EMA and Further Education Bursaries)



This application form can be used to apply for EMA and/or a Further Education (FE) Bursary. Please read the accompanying guidance document and check the basic eligibility criteria below before completing this form. Further information is available from [www.orkney.gov.uk](http://www.orkney.gov.uk). If you are studying within Orkney, you should apply to Orkney Islands Council for EMA and/or bursary support. However, if you are studying out with Orkney, you should apply to your college for EMA but apply to Orkney Islands Council for bursary support.

#### Education Maintenance Allowance (EMA):

If you are applying for EMA, please check you meet the basic eligibility requirements and submit your application by the deadline.

<b>Age.</b>	<b>Date of birth is between:</b>	<b>Eligible to apply from:</b>	<b>Deadline:</b>
	01/03/2004 and 30/09/2007.	August 2023.	By 30/09/2023*.
	01/10/2007 and 28/02/2008.	January 2024.	By 28/02/2024*.
<b>Household.</b>	<b>Dependent children:</b>	<b>Gross annual household income:</b>	
	One.	Below £24,421.	
	Two or more.	Below £26,884.	
	Looked after child.	Income details not required.	
<b>Course.</b>	Non-advanced course of education at a school/college/learning centre in Orkney.		
<b>Residency.</b>	Ordinarily resident in the UK for at least 3 years (exceptions may apply).		

\* Submit your application by these dates for payments to be backdated to the start of term. Applications submitted after these dates will only be eligible for payment from the date it is received by the Education Grants Team. You will be notified of the relevant date if successful.

#### Further Education (FE) Bursary:

If you are applying for a bursary, please check you meet the basic eligibility requirements in relation to your circumstances on the start date of your course. **Submitting this application is not a guarantee of support. There is no automatic entitlement, even where eligibility is established.**

<b>Student.</b>	Beyond statutory school leaving age and have left school.
<b>Course.</b>	Non-advanced course of education up to National Certificate (NC) or SCQF 6. For courses at HNC level or SCQF 7 and above, please contact SAAS for funding: <a href="http://www.saas.gov.uk">www.saas.gov.uk</a>
<b>Residency.</b>	Ordinarily resident in the UK for at least 3 years (exceptions may apply). If you are moving to Orkney, you must be resident in Orkney from 1 June 2023 to be eligible for a full bursary.

If you do not meet all the criteria listed in the boxes above, then it is unlikely that you are eligible for funding from Orkney Islands Council. Please contact us to discuss your circumstances before completing an application form.

# 1. Application Type

What type of application are you applying for?

The type of funding that you are eligible for will depend on your individual circumstances, including age and household income. An overview of the different types of application are described below. Please tick which type of fund(s) you wish to apply for.

**The following grant is available to those studying at school, home, college within Orkney or an Activity Agreement with the Connect Project or Orkney Islands Council:**

**Education Maintenance Allowance (EMA).**

This is available for young people aged between 16 and 19 years old. It is means-tested for most applicants so you will need to provide your household income details for your entitlement to be assessed. Please refer to the guidance notes for details of the income exceptions.

If you are studying out with Orkney, then you should apply to your college for EMA.

**The following funds are only available to College students:**

**Travel and Materials Only Bursary.**

This is available to young people aged 16 or 17 who are attending college. It is not means-tested so no household income details need to be submitted with your application. The travel allowance is only available to students who live more than 2 miles from Orkney College or are travelling out with Orkney.

**Fees Only Bursary.**

This applies to Orkney College students who are aged 18 and over. It is not means-tested so no household income details need to be submitted with your application form. This type of bursary only covers the cost of tuition fees. There is an additional materials allowance that you will have to pay for, and the college will invoice you for this.

If you are studying out with Orkney, then your college will be able to apply for a fee waiver from the Scottish Funding Council on your behalf.

**Full Bursary.**

A full bursary includes tuition fees as well as maintenance, travel and materials allowances. Apart from fees, it is means-tested so you will need to provide evidence of your household income with your application form for your entitlement to be assessed. Any category of student can apply for this, whether you are studying within or out with Orkney. If you are under 18 and living at home with parents/carers, then you should apply for the Travel and Materials Bursary instead as you will not be eligible for a maintenance allowance.

**Care Experienced Bursary.**

Similar to the full bursary but is not means-tested. This is for applicants aged 16 and over at the start of their course and who have been looked after by a UK Local Authority. There are specific categories of care experience that are eligible for this fund. Please refer to the guidance notes for more information.

Full eligibility details are included in the Student Funding Guidance document which can be accessed online at [www.orkney.gov.uk](http://www.orkney.gov.uk) under 'Grants, EMAs and Bursaries'.

## 2. The Applicant

The 'applicant' is the pupil, student or young person who is applying for funding support.

Please provide your details as stated on your birth certificate or passport. If you have been known by any other names in an official capacity, please include this in the relevant box (e.g. maiden name, deed poll name change).

2.1. Full name:

2.2. Date of birth:

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2.3. Former name(s), if applicable:

2.4. Home address:

2.5. Postcode:

2.6. Is this also your term-time address?  Yes.  No, please provide address below.

2.7. Term-time address:

2.8. Postcode:

2.9. Home telephone:

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2.10. Mobile:

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2.11. Email address:

2.12. What is your status immediately before your course start date?

- School leaver.
- Continuing student.
- Employed or self-employed.
- Unemployed and receiving benefits.
- Unemployed but not receiving benefits.

### 3. Residency

To be eligible for support you must meet certain residency criteria.

3.1. What is your residency status?

- UK National.
- EU / EEA / Swiss National.
- Settled Status / Exceptional Leave.
- Refugee / Temporary Protection.

3.2. UK entry date (if not a UK National):

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3.3. Have you lived at your current home address for 3 years or more?

- Yes.
- No, please provide address history below.

3.4. Previous address 1:

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Dates resident:

From:	To:
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Previous address 2:

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Dates resident:

From:	To:
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Previous address 3:

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Dates resident:

From:	To:
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**Continue in section 10 if required.**

## 4. Course

Details of where and what you will be studying during the academic year 2023 to 2024.

4.1. Main place of study:

- A school within Orkney (**go to 4.2.**).
- Home educated within Orkney (**go to 4.2.**).
- Connect Project or Orkney Islands Council (**go to 5.1.**).
- College (**go to 4.4.**).

### School Pupils:

4.2. School attending:

- Kirkwall Grammar School.
- Stromness Academy.
- Sanday Community School.
- Stronsay Junior High School.
- Westray Junior High School.
- Home-educated.

4.3. Year / stage:

- S4.
- S5.
- S6.

### College Students:

4.4. Name and address of college:

- Orkney College, East Road, Kirkwall, Orkney, KW15 1LX.
- Other, please state below:

4.5. Name and level of course:

4.6. Course duration:

From:	To:
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## 5. Education History

This section only needs to be completed by applicants who have left school.

Sometimes your eligibility to funding support will depend on any previous courses you have studied. If you have left school and undertaken any further study since then, please provide the details below.

### 5.1. Highest level of education:

- No formal education.
- National, Higher or Advanced Higher Awards.
- SVQ / City and Guilds.
- National Certificate (NC).
- Higher National Certificate (HNC).
- Higher National Diploma (HND).
- Degree (Bachelors, Honours, Masters, PhD).
- Other, please state:

### 5.2. Previous education details, if relevant:

Place of study:	Years attended:	Name and Level of Course:

## 6. Previous Funding

This section is about any funding you may have received to assist your previous studies.

**6.1.** Is this your first year applying for student funding?

Yes – go to section 7.

No – complete the table below.

<b>Type of funding awarded:</b>	<input type="checkbox"/> EMA. <input type="checkbox"/> Bursary. <input type="checkbox"/> Other, please state:
<b>Awarded by:</b>	<input type="checkbox"/> Orkney Islands Council. <input type="checkbox"/> Student Award Agency for Scotland (SAAS). <input type="checkbox"/> Other, please state:
<b>School / College attended:</b>	
<b>Academic year:</b>	<input type="checkbox"/> 2022 / 2023. <input type="checkbox"/> 2021 / 2022. <input type="checkbox"/> 2020 / 2021. <input type="checkbox"/> Other, please state:
<b>Qualification gained, if any:</b>	<input type="checkbox"/> School assessments / exams. <input type="checkbox"/> Other, please state:

**6.2.** If you did not complete your previous course of study or you are looking to be funded for a second time, please briefly explain why in the box below. If you already hold a higher qualification than the one you are requesting funding for, please explain your reasons for undertaking this course, e.g. how will this benefit you, is your previous qualification obsolete, etc.

## 7. Student Status

This section is based on your circumstances on the day that your course of study starts.

**On the day that your course starts, which category of student will you be?**

**Parentally Supported.**

You will be classed as 'parentally supported' if you are:

- Under 18 years old and living at home.
- Under 18 years old and living away from home during term-time.
- 18 to 24 years old and financially supported by parents/carers.

If you are applying for a means-tested fund (EMA, Full Bursary) then we will require your parent/carers' income details.

**Independent Student.**

You will be classed as an 'independent student' if you are under 25 years old and one of the statements below describes your circumstances.

**Please tick any that applies to you (appropriate evidence will be required):**

- I am caring for a child who is dependent on me.
- I am caring for an adult who is dependent on me.
- I am married or living in an established relationship of at least 3 months prior to the start of my course.
- I have financially supported myself for at least 3 tax years (ending April 2021, 2022 and 2023).

**Self-Supporting.**

You will be classed as 'Self-Supporting' if you are over 25 years old.

**Care Experienced.**

You will be classed as 'Care Experienced' if you are aged 16 or over on the start date of your course and have been looked after by a Local Authority in the UK, within one of the allowed categories of care.

**Please tick the relevant box on the next page to confirm the type of care experience and provide evidence of this, such as a letter from a Social Worker.**



**Foster care.**

Fostering is a temporary arrangement, on either a short or long-term basis, and many children in foster care will return to their birth family. Some fostered children are eventually adopted, either by their foster carer or by another family.

**Kinship care.**

Kinship care is when a child is looked after by their extended family or close friends, if they cannot remain with their birth parents. These agreements can either be ordered by the local authority or by private agreement between parties.

**Residential care.**

Residential care homes and schools offer young people a safe place to live away from their families, often having been assessed as needing to be cared for away from home by the local authority, such as on the recommendation of a Children's Hearing Panel, or on an emergency (short-term) basis to guarantee their safety. Residents live alongside a number of other young people in the home.

Secure accommodation is a form of residential care that restricts the freedom of children under the age of 18. It is for the small number of children who may be a significant risk to themselves or others in the community. Their needs and risks can only be managed in secure care controlled settings.

**Compulsory Supervision Order with NO condition of residence.**

Where a child or young person is subject, through the Children's Hearing system, to a Compulsory Supervision Order with no condition of residence, that child or young person continues to live at their normal residence (often the family home). This is known as being looked after at home.

**Compulsory Supervision Order WITH a condition of residence.**

The child is cared for away from their normal place of residence, by foster or kinship carers, prospective adopters, in residential care homes, residential schools or secure units. This is known as being looked after away from home.

## 8. Household

This section confirms your household make-up which may form part of your assessment.

The term '**parent**' can refer to a mother, father, carer, step-parent or parent's partner who lives in the same home.

- 8.1. Do you live in a lone parent household?  Yes (evidence will be required).  
 No.

- 8.2. Who do you live with? (Tick all that applies).  Parent(s).  
 Step-parent(s).  
 Parent's partner.  
 Grandparent(s).  
 Foster carer(s).  
 My own partner.  
 I live alone.  
 Another adult, please state:
- 

8.3. If you are under 25 years old and financially supported by your parents/carers or you live with a partner, then please complete the table below with their details.

	Parent/Carer 1 or Partner.	Parent/Carer 2.
<b>Name:</b>		
<b>Relationship to Applicant:</b>		
<b>Address (if different):</b>		
<b>Contact Number and / or Email Address:</b>		
<b>Occupation during 2022/23:</b>		
<b>Marital Status:</b>		

8.4. Are there any (other) dependent children living in your household?  Yes (**complete the table below**).  
 No (**go to section 9**).

A '**dependent child**' is someone up to the age of 16 and those between the ages of 16 and 25 who are in full-time further or higher education.

**Parentally supported applicants** – you should include any other dependent children living within the household (excluding yourself).

**Independent or self-supporting applicants** – you should include your own dependent children and/or partner's dependent children (if different).

Name of Child:	Date of Birth:	Nursery / School / Learning Centre:

## 9. Income

This section should be completed for means-tested applications (EMA, Full Bursary).

This section is in two parts:

- **Section A** – must be completed by all students.
- **Section B** – should be completed by parents/carers or the student's partner if the application is being assessed on their income.

### A. Student's Unearned Income Details

Any income that you do not get from employment or self-employment is classed as 'unearned income'. The following list includes examples of unearned income but is not exhaustive:

- Bank or building society gross interest.
- Profits from property, lettings or rent.
- Dividends or investments.
- Trusts or sponsorships.
- Unemployment / welfare / social security payments or benefits.
- Retirement pensions.

**9.1.** Students must declare an estimate of the weekly **unearned income** they expect to receive between their course start and end dates in the table below.

**Do not include any wages you earn from employment.**

Type / Source of Unearned Income:	Estimated Weekly Amount:

### B. Household Income

This section should be completed by the student's parents/carers or partner (named at **8.3**) to declare any income received for the **tax year ending 5 April 2023**.

**9.2.** Do you receive Tax Credits or Universal Credit?  Yes.  
 No.

If you can provide a copy of one of the following then you do not need to provide any other income information and should **go to section 10**:

- Tax Credit Award Notice (TCAN) TC602 for 2023/2024, that confirms your actual household income for the financial year 2022/2023.
- Full Universal Credit statement (from your online journal).

Please note we are unable to accept Provisional Awards or Annual Review forms unless it states your actual income (not estimated) for 2022/2023.

If you cannot provide a TCAN or Universal Credit statement, you must complete **question 9.3**.

**9.3.** Please tick to confirm if you received any income from the following sources (for the period 6 April 2022 to 5 April 2023) and provide appropriate evidence. Refer to the guidance notes for full details of what to include in the assessment.

Source of Income.	Person 1.	Person 2.	Evidence Required.
Earnings from employment.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	P60 for April 2023, or Month 12 / Week 52 payslip confirming your total earnings for the year. If you stopped working, please provide your P45.
Employee benefits e.g. company car and fuel.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	P9D or P11D for 2023.
Self-employment income.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	SA302. An accountant's certificate (section 15) can be provided if this is not yet available.
Income from land / property.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	Rental income / tenancy agreement.
Income from savings, shares, investments or dividends?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	Bank/Building Society statements, award certificates, etc.
Pension(s).	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	P60 for April 2023.
Social Security Benefits.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	P60U for April 2023, or award letter dated within the last 3 months, or Benefits Certificate (section 14).
Maintenance / Child Support.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	Confirmation of maintenance received (regardless of who it is paid for) such as a letter from the Child Support Agency, etc.
Any other income not stated above.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	Relevant evidence of income such as an award letter, statement, etc.

**Deductions:**

Maintenance for former partners and other children in the family, not living in the household.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	Confirmation of maintenance paid such as a letter from the Child Support Agency, etc.
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**No Income:**

If you are declaring no income, please confirm why, e.g. unemployed and not receiving benefits.

## 10. Additional Information

Please provide any additional information that may be relevant to your application.

## 11. Declaration

Please read this section carefully and ensure you understand the terms before signing.

### Terms and Conditions:

- I have read the guidance and I understand and accept my responsibilities.
- I declare that all the information given in this form is correct to the best of my knowledge and belief and I understand that if I give false information or withhold relevant details this application may be cancelled and, if necessary, action will be taken against me to recover any money already paid.
- I understand that Orkney Islands Council have the right to check the validity of this information and I undertake to supply any additional information that may be required to verify the information.
- I agree to inform Orkney Islands Council of any changes to my financial circumstances that may affect my award.
- I understand that if I do not keep to the conditions of my award then payments may be withheld.
- I understand that if I leave my place of study then I may not be eligible for any further payments. I must notify Orkney Islands Council immediately of any changes to my study arrangements.
- I agree to repay any overpayments made, whatever the cause. This includes overpayments due to miscalculation, re-evaluation of eligibility, unsatisfactory attendance or failure to comply with the school, college or learning centre's code of conduct.
- I understand that the processing of this application may be delayed if the form is not fully completed and if all relevant documentation is not provided.
- I understand that I may be liable for any tuition fees should I fail to secure bursary funding (college students only).
- I understand that relevant information may be passed to third parties within the Local Authority for the purposes of assessing my application and I give permission for Orkney Islands Council to release information relating to my household circumstances to the Education Grants section.
- I consent to Orkney Islands Council receiving information related to my enrolment, attendance, progress and conduct from my school, college or learning centre to assess my eligibility for payments.

### Counter Signatures:

Counter signatures are required if the applicant is under 18 years old (unless they are classed as independent), the student cannot sign the application themselves or the award has been assessed against the income of the student's parents/carers or partner.

Where the application is being assessed on the student's parent/carer's or partner's income, consent must be given to share this information from all parties, e.g. if income details have been provided for two parents/carers then they must both sign this declaration as confirmation of their consent.

## Data Protection Privacy Notice

Orkney Islands Council respects your personal information. Any information provided as part of the EMA/FE Bursary application will be held securely and treated confidentially in accordance with the Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR). This information will only be used for the purposes of assessment, award, payment, and where necessary, recovery of payments.

We may check information provided by you, or the information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, for research or statistical purposes, as permitted by law. These third parties include other government departments. We will not disclose information about you to anyone outside our Local Authority unless the law permits us to.

The information relating to this application will be retained for the period stated in the Council's Retention and Disposal Schedule. For more information about how we process information, please contact us or visit <https://www.orkney.gov.uk/Online-Services/privacy.htm>

**Once you have read, understood and agreed to these terms, please sign below.**

<b>Print Name and Sign:</b>	<b>Date:</b>
<b>Student:</b>	
<b>Parent/Carer 1:</b>	
<b>Parent/Carer 2:</b>	
<b>Student's Partner:</b>	



## 12. Bank Mandate

Please fill in your details carefully as any errors may result in delayed payments.

EMAs and Bursaries are paid directly into bank or building society accounts. This should be the applicant's account unless there is a valid reason for it not to be, e.g. you are assisting a student with additional support needs.

Orkney Islands Council have a responsibility for fraud prevention and appropriate evidence should be provided (e.g. power of attorney letter) to confirm you are authorised to receive these payments on the student's behalf. A young person not having a bank account open yet is not a sufficient reason.

**Title and Full Name:**

**Address and Postcode:**

**Email Address  
(for payment notification):**

**Department:**

**Education: Student Funding (EMA / Bursary).**

**Name and Address of Bank /  
Building Society:**

**Sort Code (6 numbers):**

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**Account Number (8 numbers):**

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**Roll Number (if applicable):**

**Signature:**

**Date:**

## 13. Checklist

Once you have completed the application form, ensure that all necessary information is included as relevant to your individual circumstances and what you are applying for.

### Submitting Documents:

Where possible we ask that you submit your documents electronically. If you are unable to do this then you can post documents to us at the address below.

- You can email clear scans, photos or screenshots to [education.grants@orkney.gov.uk](mailto:education.grants@orkney.gov.uk)
- Post your documents to the Education Grants Team at: Education, Leisure and Housing, Orkney Islands Council, Kirkwall, Orkney, KW15 1NY.

Note: if you are posting original documents then you will need to include a stamped addressed envelope so that these can be returned to you.

### Evidence Required:

The following evidence must be provided by all students:

Required for:	Evidence:	✓
Student's identity.	Birth certificate or passport.	

You may also need to provide additional evidence, depending on your circumstances:

Required for:	Evidence:	✓
Name change.	Deed poll or marriage certificate.	
Residency status.	Proof of UK residency required if not a UK National.	
Care Experience.	Letter from a professional, e.g. Social Worker.	
College Entry.	College offer letter.	
Lone parent status or proof of co-habitation.	Council Tax Notice (showing single occupancy discount), Universal Credit statement or Tax Credit Award Notice 2023/24.	
Proof of Guardianship.	Child Benefit Letter – if living with someone other than parents.	
Dependent Children.	Birth certificates for dependents not attending a primary or secondary school in Orkney.	
Caring responsibilities for adult dependents.	Carers Allowance letter.	
Self-Supporting Status (Under 25).	Evidence that you have financially supported yourself for at least 3 tax years, e.g. P60s, benefit letters, college enrolment letters, etc.	
Student's income.	Evidence of any unearned income e.g. benefit letters, etc.	
Household income.	Evidence of parents/carers or partner's income for the tax year ending 5 April 2023.	

## 14. Benefits Certificate (Optional)

If you do not have a current award letter confirming your benefits, then this form can be taken to the JobCentre for completion. By signing this form you are authorising the Department for Work and Pensions to provide information about any benefits you received for the **tax year ending April 2023**.

<b>EMA/Bursary Applicant Name:</b>	
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### Partner or Parent/Carer 1:

<b>Full Name:</b>	
<b>National Insurance Number:</b>	
<b>Home Address:</b>	
<b>Signature and Date:</b>	

### Parent/Carer 2:

<b>Full Name:</b>	
<b>National Insurance Number:</b>	
<b>Home Address:</b>	
<b>Signature and Date:</b>	

The following information should now be completed by the Department for Work and Pensions, detailing the benefits received between 6 April 2022 and 5 April 2023.

### Partner or Parent/Carer 1 (named above):

<b>Name of Benefit:</b>	<b>Dates received:</b>	<b>Weekly Amount:</b>	<b>Taxable?</b>

**Parent/Carer 2 (named above):**

<b>Name of Benefit:</b>	<b>Dates received:</b>	<b>Weekly Amount:</b>	<b>Taxable?</b>

**DWP Manager / Clerk Details:**

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Official Stamp:</b>	

## 15. Accountant's Certificate (Optional)

In the absence of the Self-Assessment Tax Certificate (SA302), self-employed parents/carers/partner can take this form to their accountant for completion and a provisional EMA/Bursary may be awarded. However, please note that **the SA302 is still required to finalise any award**. This may have to be requested from HMRC.

<b>EMA/Bursary Applicant's Name:</b>	
<b>Parent/Carer/Partner's Name(s):</b>	
<b>Business Trading Name:</b>	
<b>Business Address:</b>	

### To be completed by Accountant:

	<b>Partner or Parent/Carer 1.</b>	<b>Parent / Carer 2.</b>
Estimated profits for trading year 2022/23:	£	£
Plus charges not allowable for tax purposes:	£	£
Less capital allowances:	£	£
Taxable profits:	£	£
Another other income received during the year:	£	£
<b>TOTAL:</b>	<b>£</b>	<b>£</b>

### Accountant's Details

<b>Name and Office Address:</b>	
<b>Signature and Date:</b>	
<b>Official Stamp:</b>	