

## Education Maintenance Allowance (EMA)

<b>Date Implemented</b>	May 2010
<b>Author</b>	EMA Coordinators
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
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<b>Responsible for Review</b>	EMA Coordinators
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<b>References</b>	<a href="http://www.education.vic.gov.au/management/financial/ema/default.htm">http://www.education.vic.gov.au/management/financial/ema/default.htm</a>

### **BASIC BELIEFS**

The Education Maintenance Allowance (E.M.A.) supports the education of students from eligible families, and therefore needs to be sensitively and effectively managed at a school level.

### **AIMS**

To ensure all eligible parents receive the Education Maintenance Allowance.

To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education and Early Childhood Development (DEECD) requirements and parent wishes.

### **GUIDELINES FOR ACTION**

- Details relating to the E.M.A., eligibility, and due dates for applications will be communicated to parents via the school newsletter and applications for the first instalment will be sent out with the booklists
- Eligible applicants transferring from another school will be required to reapply for the second semester instalment at the beginning of Term Three
- E.M.A. information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements.
- The school will inform parents of the strong likelihood that late applications will be rejected.
- The E.M.A. is provided twice each year, with a percentage of each payment being made to the school, and the remaining percentage to parents.
- The school will spend the school portion of the E.M.A. on the supply of materials or services for children of E.M.A. recipients for which all parents may be asked to provide, not any voluntary contribution.
- At the end of the school year the principal will refund to parents any unexpended school funds from the school's portion of the E.M.A. or, alternatively, negotiate a carry over to the following year for a specific purpose.
- Parents may receive their portion of the EMA as an EFT transfer or by cheque to be distributed by the school.
- Parents will be provided with the opportunity to 'sign over' their E.M.A. cheque to the school to pay outstanding payments as per DEECD policy.
- Parents collecting E.M.A. cheques must provide identification (if unknown by office staff) and must sign to collect their cheque.