



# EDUCATION MAINTENANCE ALLOWANCE POLICY

## Rationale:

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

## Aims:

- To ensure all eligible parents/guardians receive the Education Maintenance Allowance
- To ensure the allowance is managed effectively at a College level in compliance with relevant Department of Education requirements

## Implementation:

- Details relating to the E.M.A., eligibility, and due dates for applications will be communicated to parents/guardians via Kambrya College newsletter
- E.M.A. information will be distributed in languages appropriate to the Kambrya College community so as to ensure all eligible parents/guardians are aware of application requirements. Non-English E.M.A. information is available from: <http://www.sofweb.vic.edu.au/lem/esl/einter.htm>
- Late claims will not be accepted by Kambrya College
- The E.M.A. is provided twice each year, with half of each payment being made to Kambrya College, and half to the parents/guardians
- Kambrya College will spend the College portion of the E.M.A. on Parent Funded Materials & Services for which all parents/guardians may be asked to provide, not the **voluntary** contribution
- Kambrya College will distribute parent/guardian cheques as soon as possible after receiving them, accompanied by an up-to-date account which identifies outstanding levies
- Parents/guardians will be provided with the opportunity to 'sign over' their E.M.A. cheque to Kambrya College to pay outstanding levies and **voluntary** contributions if they wish
- Parents/guardians collecting E.M.A. cheques must provide identification and must sign a collection form

## Evaluation:

- This policy will be reviewed as part of Kambrya College's three year review cycle

This policy was last ratified by College Council in

**June 2007**