



EDUCATION MAINTENANCE ALLOWANCE

1. RATIONALE:
 - 1.1 The Education Maintenance Allowance (EMA) supports the education of students from eligible families, and therefore needs to be sensitively and effectively managed at a school level.

2. AIMS:
 - 2.1 To ensure all eligible parents receive the EMA.
 - 2.2 To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education and Training requirements.

3. IMPLEMENTATION:
 - 3.1 Details relating to the EMA, eligibility, and due dates for applications will be communicated to parents via the school newsletter.
 - 3.2 EMA information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements. Non-English EMA information is available from:
<http://www.sofweb.vic.edu.au/scIn/maintenance.htm>
 - 3.3 The school will not accept late claims.
 - 3.4 The EMA is provided twice each year, with a percentage of each payment being made to the school, and the remaining percentage to parents.
 - 3.5 The school will spend the school portion of the EMA on materials or services for which all parents may be asked to provide.
 - 3.6 At the end of the school year the principal will refund to parents any unexpended school funds from the school's portion of the EMA or, alternatively, negotiate a carry over to the following year for a specific purpose.
 - 3.7 The school will distribute parent cheques as soon as practical after receiving them, accompanied by an up-to-date account, which identifies outstanding levies. Parents will be provided with the opportunity to 'sign over' their EMA cheque to the school to pay outstanding levies if they wish.
 - 3.8 Parents collecting EMA cheques must provide identification (if unknown by office staff) and must sign a collection form.

4. EVALUATION:
 - 4.1 This policy will be reviewed as part of the school's three-year review cycle.