DANDENONG HIGH SCHOOL
EDUCATION MAINTENANCE ALLOWANCE [EMA] POLICY

Policy Statement

To be eligible for receipt of EMA an applicant must as per government guidelines:

• Be a parent or guardian of a secondary school student up to the age of 16 and be a holder of a Veterans Affairs Gold Card or be an eligible Health Care Card or Pensioner Concession Card holder or be a foster parent

• Submit an application to the school by the due date

Commencing in 2009, eligible parents will have the option of receiving the 50% parent portion of the Education Maintenance Allowance (EMA) by either:

1. Electronic funds Transfer (EFT) directly into the parent’s nominated bank account
   or
2. Cheque payment – in accordance with the current EMA payment arrangements

Parents and the school will receive 70% at the start of the year and 30% for the second instalment.

• The school will communicate the availability of EMA via newsletters, information meetings and course confirmation where interpreters are in attendance.

• A copy of the letter from the Minister for Education will be provided to each applicant.

• The school portion (50%) of the EMA will be spent on the child’s essential educational items as listed on the class material charges and subject payment sheet.

• Parent/guardians wishing to sign over their portion must do so in writing.

• Any portion of the EMA not expended by the end of the year will be returned or carried over to the next year.

• EMA application forms will be stored securely.

School Council Endorsement Date: 20 AUGUST 2013