

Please complete the following making sure all sections are fully completed as well as being signed by yourself and your parent/carer. Then take the completed Learning Agreement to your Learning Centre who will then notify the EMA Unit that the Learning Agreement has been completed.

The Highland Council will implement arrangements for regularly reviewing this learning agreement. If the student changes course or centre, he/she should seek appropriate advice from their Learning Centre.

Details of appeals procedures and criteria for assessing are detailed in the Terms and Conditions (issued with the Award Letter) of the Education Maintenance Allowance.

**All sections of this Learning Agreement must be fully completed and held at the Learning Centre.  
Do not return this to the EMA Unit.**

## To be completed by the student

Student Name:

SCN:

Date of Birth:

Address:   
  
  
 Postcode

Learning Centre attended:

Academic session:

Year/Tutor group:

## CONTRACT - Part One

I (name in BLOCK CAPITALS) ..... accept the offer of the EMA made by The Highland Council Care & Learning Service and the terms and conditions of the scheme. I understand that:

1. **Attendance** - I MUST notify my school/learning centre about absences before or on the first day of absence.
2. My study programme must be 21 hours or above each week. Any changes must be notified to the school/learning centre immediately.
3. **Attainment** - It is my responsibility to ensure that all requirements of my study programme are met.
4. **Attitude and Behaviour** - I must support the aims of the school/learning centre and accept its standards of conduct.

## CONTRACT - Part Two

### STUDY PROGRAMME

Subject

Level

Method of Assessment

Subject	Level	Method of Assessment
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### CAREER AIMS

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### STUDENT SIGNATURE

Signed:  Date:

### PARENT/GUARDIAN SIGNATURE

Signed:  Date:

Relationship to student:

### To be completed by the LEARNING CENTRE

I hereby confirm that the above named student has had the terms of the EMA explained and has agreed to comply with the terms and conditions of The Highland Council's policy on Education Maintenance Allowances. I, or one of my colleagues, will notify The Highland Council at appropriate points during the Learning Centre year should the student fail to meet the EMA requirements.

Signed:  Date:

*On behalf of the Learning Centre*

Designation:

EMA support staff notes

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**All information is held in compliance with the Data Protection Act.**