



EMA Contract Part 2

A student must attend every session set in the programme timetable to be eligible for weekly EMA – unless Authorised Absence is granted. (see Authorised Absence – EMA Rules and Conditions).

A student will not be receive EMA for the whole week if he/she arrives less than 10 minutes late for three or more session, or is 10 minutes or more late for one session during a timetable week.

A student will not receive EMA if he/she is sick for whole days/weeks.

A student will not receive EMA if he/she goes home sick before 10.30 am.

A student will not receive EMA if sufficient evidence is not produced prior to an Authorised Absence e.g. Hospital Letter.

Behaviour and effort will affect your weekly EMA payments. If a member of staff feels your behaviour is inappropriate or your effort towards your studies is not acceptable your weekly payment will be stopped.

To qualify for your bonus payments, you must:

Meet your targets, set by you and your tutor during your tutorials, these may include:

- Punctuality
- Behaviour
- Meeting Deadlines
- Abiding by College rules and regulations
- Attendance at all examinations
- Any other targets set

Your tutor will meet with you and discuss whether you have qualified for your bonus.