Rationale
The Educational Maintenance Allowance (EMA) provides financial assistance to families on a low income to help with the cost of essential educational items such as books, stationery and excursions. EMA is a means-tested payment - parents must hold a Centrelink/Veterans Affairs concession card to be eligible.

Aims
- To ensure all eligible families receive the Education Maintenance Allowance.
- To ensure the EMA is managed effectively at a school level in compliance with the Department of Education and Early Childhood Development guidelines.
- To ensure the EMA is allocated in an effective and sensitive manner according to parent wishes.

Implementation
- Details relating to the EMA eligibility and due dates for applications will be communicated to families via the school newsletter.
- 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 at, http://www.education.vic.gov.au/school/parents/financial/Pages/parentinformation.aspx
- The EMA is paid in two installments (70% in March, 30% in August), installment one is paid from March onwards and installment two is paid from August onwards. For 2014, the applicant payment amount for primary prep students will be $200 and the applicant payment amount for primary years 1-6 students will be $150.
- An EMA application form can be collected from the school office and is also available on the school website, http://www.mooneewestps.vic.edu.au/. Families need to lodge this application form at the school by 28 February 2014 for the first installment. A separate application for installment two is not required unless the student changes schools before Term 3. The closing date for installment two is 1 August 2014. Late applications will not be accepted.
- On the EMA application form families can choose to have their EMA payment paid by Direct Deposit (Electronic Funds transfer) into the parent’s or guardians bank account or paid by Direct Deposit to the school to be held as credit which can be used towards education expenses or paid by cheque which will be posted to the school for collection.
- The school will allocate the EMA on materials or services for which families are asked to provide in the following order; excursion levy, sports levy, materials then ICT. EMA is not used on the voluntary contributions.
- If a student transfers to another school any unspent EMA will be refunded to families upon receipt of a written request.

Review of EMA policy
The EMA policy will be reviewed each year by school council at the meeting following the completion of the annual school council election process.

Endorsed by School Council - 24th March 2014