



Financial Assistance Scheme Academic year 2019/20 (September – August) Individual and small group tuition

Information & Criteria

The Kent Music Financial Assistance Scheme is available for children and young people aged 5 – 18 years, living in Kent (not Medway).

Applications for students living in Medway and attending the Kent Music, Medway Music Centre (if meeting the financial assistance criteria) may still apply for financial assistance but if approved the award will be made from the Kent Music discretionary fund.

Subject to the conditions and criteria set out below, successful applicants will receive 75% financial assistance up to a **maximum of £100.00 per term** (*3 terms per academic year*) towards the cost of one course of instrumental or vocal tuition for the academic year.

Students awarded financial assistance for their lessons are also entitled to 75% financial assistance towards the payment of ensembles. All ensembles must take place at a Kent Music Centre.

Please note that all Kent Music teachers are employed by Kent Music, they are interviewed and references followed. They also receive regular continued professional development training, safeguarding training and are subject to clearance from the Disclosure and Barring Service.

For lessons held out of school by other music providers these must be in recognised business premises and it is the parent/carer responsibility to check with the provider that the required insurance, health and safety checks and safeguarding measures are in place.

Financial assistance is available to assist with the payment of one instrumental lesson and the Kent Music ensemble(s) fee only.

A musical instrument will be supplied from Kent Music's stock of instruments free of charge, if required, provided Kent Music has an appropriate instrument in stock. Kent Music does not have the funds to purchase instruments for applicants to this scheme but is able to recommend instrument suppliers and loan schemes. A free of charge instrument cannot be guaranteed.

The financial assistance will be applied directly to the Kent Music invoice.

The financial assistance is awarded for one academic year only (or part of) and is not usually backdated. Applications will be invited for existing beneficiaries and new applicants during the summer term prior to the start of the new academic year.

Please do not start lessons/activities until you have received confirmation of the award if you are relying on this financial assistance to pay your fees.

Conditions

Financial assistance is offered with the following conditions:

1. Financial assistance will be paid to the school or tuition provider on receipt of an invoice in the term the lessons take place and will not be backdated.
2. Offers of financial assistance must be claimed by the provider by invoice to the Kent Music Finance Administrator (as detailed under) during the term in which the tuition is scheduled to start otherwise the offer will be withdrawn. If lessons have not started in the term they were expected to, please contact us.
3. Independent music teachers must confirm on their invoice that they are responsible for their own tax and national insurance liabilities. Kent Music cannot accept liability if these obligations are not met.
4. Financial assistance is only available for students receiving music lessons either in school or at a provider's business premises.
5. For lessons out of school Kent Music has music centres throughout the county which are detailed on our web page www.kent-music.com/groups/. The premises are subject to Health and Safety checks by Kent Music and are covered by employers and public liability insurance. Copies of compliance are held at the music centres.
6. For lessons and music centre activities arranged via Kent Music the financial assistance will be detailed on the parent/carer invoice and an internal transfer will be made for this funding.
7. Supervision – Kent Music only accepts responsibility for pupils being taught by Kent Music during actual lessons/session time. At all other times responsibility lies with the school or parent/carers.
8. The maximum number of lessons that will be supported in an academic year is 33. For lessons starting in the spring and summer terms the maximum number that will be supported is 22 and 11 respectively.
9. The maximum award for any student will be £300.00 for the full academic year of tuition. This amount will be pro-rated for late starts.
10. Please inform the Finance Administrator (as detailed under) following the cancellation of your lessons as the financial assistance will also be withdrawn, (lessons must also be cancelled directly with your provider, please refer to their Terms and Conditions when cancelling tuition).
11. The financial assistance is paid to the provider of the lessons in three staged payments during the autumn, spring and summer terms in which the lessons take place, on receipt of an invoice from the provider. External providers should ensure that their invoices are sent to Kent Music no later than the half term in which the lessons are provided. Failure to do so may result in the financial assistance being withdrawn. It is the applicants' responsibility to ensure that the invoice is sent to Kent Music in a prompt manner. Kent Music cannot be held responsible if the invoices are not received and the financial assistance withdrawn.
12. For safeguarding and health & safety reasons Kent Music will not support lessons that take place in a teachers' or students' home. Exceptions may be considered, please contact the Kent Music Finance Administrator (as detailed under).
13. To offer continuity of lessons existing beneficiaries should reapply now. Applications received from existing beneficiaries received after 31st July 2019 will be processed as new applications and cannot be guaranteed.
14. Dependent on funds available the scheme may be subject to closure and applications received during or following closure will not be processed.
15. Closure of the financial assistance scheme will be confirmed via the Kent Music web page www.kent-music.com/financial-assistance/
16. **Please do not start lessons/activities until you have received confirmation of the award if you are relying on this financial assistance to pay your fees.**
17. All applicants whether successful or otherwise will be contacted in writing within one month of their application being received.

Criteria

Financial assistance is available to children and young people from families who meet at least one or more of the following criteria (you will be asked to provide a photocopy/scan of one supporting document with your application form):

1. Children and young people eligible for Free School Meals (year 3 or above)
2. Universal Credit which has replaced the following benefits:
 - Child Tax Credit
 - Housing Benefit
 - Income Support
 - Income-based Jobseeker's Allowance (JSA)
 - Income-related Employment and Support Allowance (ESA)
 - Working Tax Credit
3. Incapacity Benefit
4. Looked After Children
5. Pension Credit (Guarantee Credit)

Kent Music is committed to enabling children and young people access music opportunities. If you feel you need support but do not qualify according to the criteria above, please complete the form and submit with additional details of your circumstances.

Application and Payment Process

Applications must be made using the application form which is available at <https://www.kent-music.com/financial-assistance> or directly from the scheme administrator.

The scheme administrator will confirm receipt of your application and we aim to process all applications within one month of receipt.

Providers of the lessons other than Kent Music will be required to submit three invoices per academic year (in the term the lessons take place). Invoices must provide the following details:

- The student name
- The venue where the lessons take place
- The date and number of lessons to be delivered
- The full cost of the lesson
- The amount to be paid by the parent/carer or school
- The balance to be paid by Kent Music
- The full name, address and contact information of the tutor or music provider

If self-employed the tutor's invoice must contain the following statement:

I can confirm that this payment will be declared by me as self-employed income for the current tax year and that I am liable for income tax and national insurance payment under my tax reference (please insert your unique tax reference) and NI number (please insert your NI number).

All Kent Music invoices to parent/carers/organisations will have the financial assistance element of the lesson

detailed on their invoice.

Contact Us

For enquiries and all correspondence please contact:

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*Kent Music is committed to the provision of safe quality services and reserves the right to evaluate the tuition provided by providers as part of our Quality Assurance process.

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