

## Help with Costs Financial Assistance - Academic year 2022/2023 (September–August) General Terms and Conditions

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The Kent Music Financial Assistance Scheme is available for children and young people aged 5 – 18 years, living in Kent (not Medway) and attending a Kent maintained school (local authority, academy, or free school) in the Kent Music Hub area. This scheme is supported by our music hub funding from the Department for Education to assist with music lesson fees and instrument hire.

Financial Assistance does not include music lessons set up as an agency agreement with the school or for whole classroom teaching either via Kent Music or other providers.

Applications for students living in Medway and attending the Kent Music, Medway Towns Music Centre may still apply for financial assistance via the Kent Music Financial Assistance Scheme but if approved the award will be made from the Kent Music Discretionary Fund.

Please note all Kent Music teachers are employed by Kent Music with recruitment in line with the Department for Education's [Keeping Children Safe in Education](#)

Financial assistance is awarded for one academic year only (or part of) and is not backdated. Applications will be accepted for the start of the new academic year, during the second half of the preceding summer term. Allocation of financial assistance is subject to funds being available and cannot be guaranteed.

Existing beneficiaries will be contacted via email asked to re-apply for the new academic year funding allocation via their customer account; applications received before the new academic term commences will be given priority.

New applicants for financial assistance will also be invited to apply during the second part of the preceding summer term, via the Kent Music financial assistance web page [www.kent-music.com/financial-assistance](http://www.kent-music.com/financial-assistance). Applicants unable to complete the on-line application or requiring further assistance or information should contact the financial assistance coordinator [gbaty@kent-music.com](mailto:gbaty@kent-music.com)

All applicants whether successful or otherwise will be contacted via email within one month of their application being received.

- **Please do not commence your lessons if you are relying on the funding to pay for the lessons or instrument hire fees, allocation is subject to approval and cannot be guaranteed.**
  
- **Please do not apply for financial assistance if your child is not attending a music lesson or has a firm offer of a place.**

For students receiving their lessons or instruments directly from Kent Music an internal transfer of the funding will be made, and this will be reflected on the parent/carer invoice.

Financial assistance is not paid directly to the beneficiary but to the school or other provider of the music lessons on receipt of an invoice sent by them to Kent Music. Information will be supplied to the beneficiary for them to pass onto the provider of the lessons.

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.

For safeguarding and health & safety reasons Kent Music do not usually support lessons that take place in a teachers' or students' home. However, if you are in this situation, please complete the financial assistance application form confirming the arrangement and the reasons why. The application form will be forwarded for consideration by the trustees of the Kent Music Financial Assistance Scheme.

As confirmed above applications for students living out of the Kent Music Hub Area but attending a school in the Kent Music Hub area are unfortunately not eligible to apply for financial assistance via the Kent Music Financial Assistance Scheme. If the lessons are arranged via Kent Music, it may be possible to allocate funding from one of our Kent Music Bursary Funds. Please complete the Kent Music Financial Assistance Scheme application form detailing Kent Music as the provider. We will check if Kent Music is the provider of your child's music lessons and the financial assistance application form will then be forwarded for consideration by the trustees of the Kent Music Bursary Fund.



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General Terms and Conditions (continued)**

Kent Music offers music lessons in a wide selection of instruments, but we do not teach music lessons for all instruments or in all of the Kent maintained schools (local authority, academies, or free schools) in the Kent Music Hub area, information regarding the schools/instrumental lessons currently on offer or soon to become available may be obtained from our customer service department via email [customerservices@kent-music.com](mailto:customerservices@kent-music.com) or by telephoning our main number on 01622 691212.

Should you require music lessons or instrumental hire to be arranged by Kent Music an application for music lessons and/or instrument hire must also be made, in addition to the Kent Music Financial Assistance Scheme application via <https://www.kent-music.com/music-lessons>

Please do not apply for financial assistance if your child is not in receipt of music lessons with another provider (meeting our criteria) or a Kent Music teacher, unless you have a firm offer of a place.

New applications and applications from previous beneficiaries not received prior to the start of the new academic year may also be made throughout the academic year but will be subject to availability. Allocation of funding will not be backdated and will only apply to the term the application is received and will be for the remainder of the academic year. Applicants are reminded that as the fund is not exhaustive and we reserve the right to close the financial assistance fund allocation, any debt not covered by an approved allocation from the Kent Music Financial Assistance Scheme, or the Kent Bursary Fund will be the responsibility of the payee to the provider of the lessons.

All applicants should be in receipt of one of the benefit criteria detailed on our application form and a current receipt for proof of benefit must be attached to the financial assistance application form.

When confirming Kent Music is the provider of the music lessons on the financial assistance application form, please ensure you have received a confirmation of your music lesson/ensemble from Kent Music. We will check our registration system to see if lessons have been allocated with a Kent Music teacher, or an offer of lessons/KM ensemble has been made. Where lessons are not in place or not due to commence the application for financial assistance will not be processed, this will be confirmed to the applicant. The application for financial assistance will be held on file until a firm offer has been made and accepted.

If your lessons are to commence with a Kent Music teacher and financial assistance is no longer available via the Kent Music Financial Assistance Scheme due to a lesson offer being delayed or the fund being exhausted, it may be possible to offer funding from our Kent Music Bursary Fund, you will be contacted by the fund administrator.

Subject to our terms, conditions and benefit criteria, successful applicants will be entitled to a financial assistance allocation of 75% of the cost of the termly music lessons not to exceed £110.00 per term (*3 terms per academic year*), for one course of instrumental or vocal tuition, during the academic year or part of.

Beneficiaries awarded financial assistance for their lessons are also entitled to 75% financial assistance towards the cost of Kent Music ensembles, all ensembles must take place in one of Kent Music's Music Centres <https://www.kent-music.com/music-centres>.

Financial assistance applications for music lessons are considered where they are delivered by another music provider, but these must be in school (as detailed above) or at a recognised business premises (within the Kent Music Hub Area). It is the parent/carer responsibility to check the provider has the required insurance, health and safety checks, DBS and safeguarding measures in place. Information requested on the financial assistance application form relating to the provider must be completed. The school or music provider will be contacted to confirm the lessons are in place before financial assistance is offered.

Kent Music will confirm all allocations of financial assistance to the beneficiary via the email address provided on the financial assistance application form, if the lessons are not provided by Kent Music the beneficiary will be asked to contact the provider and/or their child's school and confirm the award to them.



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For lessons out of school Kent Music has music centres throughout the county which are detailed on our web page [https://www.kent-music.com/music-centres\\_](https://www.kent-music.com/music-centres_). 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.

Financial Assistance is only awarded for music lessons held during the school terms (not in the school holidays), instrument hire will be for one academic year or part of, and the instrument may be kept during the holiday periods subject to a hire agreement being in place.

Applications for Kent Music Summer School are available via a separate application process as detailed on our financial assistance page, existing beneficiaries can also apply via email to the County Programmes Manager [vcordina@kent-music.com](mailto:vcordina@kent-music.com)

If the music lessons do not commence in the term they were expected to, or they are cancelled with the original provider and a transfer to another provider is required, please contact the financial assistance coordinator Gail Batty via email: [gbatty@kent-music.com](mailto:gbatty@kent-music.com)

The financial assistance is paid to the provider of the lessons in three staged payments in the autumn, spring and summer terms in which the lessons take place, on receipt of an invoice from the provider. External providers should ensure 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 beneficiary's responsibility to ensure an invoice is sent to Kent Music in a prompt manner by the provider. Kent Music cannot be held responsible if the invoices are not received and all offers of financial assistance will be removed at the end of August if invoices have not been received, the financial assistance allocation cannot be claimed retrospectively in the following academic year. Kent Music will not accept any responsibility for unpaid music lesson fees.

Unless the other music provider is the owner of a registered limited business, and the invoice is submitted detailing their company registration all invoices from other music providers should state they are responsible for their own tax and national insurance liabilities on the invoice. Kent Music do not engage any other music providers other than those detailed on their customer invoice and cannot accept liability if these obligations are not met.

The allocation of financial assistance from the Kent Music Financial Assistance Scheme is entirely dependent on funds available, as funds are restricted the scheme may be subject to closure and applications received during or following closure will not be processed, all applicants received during this time will be contacted and informed their application is held on a waiting list.

Closure of the financial assistance scheme will be confirmed via the Kent Music web page [www.kent-music.com/financial-assistance/](http://www.kent-music.com/financial-assistance/)

Please do not start lessons/activities until you have received confirmation of the award if you are relying on the allocation of financial assistance from Kent Music to pay your lesson/Kent Music ensemble fees.

Applications may also be made to hire a musical instrument (one instrument only), for successful applicants the instrument (subject to availability) will be supplied from Kent Music's stock of instruments free of charge.

Kent Music does not currently supply instrument for purchase or on a loan/purchase scheme, but we are able to recommend instrument suppliers and other loan schemes, please contact our instrument department on [musicresources@kent-music.com](mailto:musicresources@kent-music.com).

The free of charge instrument is only available for an academic year and those wishing to continue to hire an existing free of charge instrument should re-apply in the second half of the summer term for the following academic year. A reminder will be sent to existing beneficiaries and priority for a free of charge instrument will be given up to the start of the academic year. The full charge of the instrument hire will be made to those not re-applying or if the application is made after the funds have been exhausted.

Please do not hire instruments until you have received confirmation of the award if you are relying on the allocation of financial assistance from Kent Music to pay your instrument fee.



## Details of the Kent Music financial Assistance Criteria

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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 or any other the benefits detailed under where Universal Credit is not in place:
  - 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. 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

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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, full name
- The school or business address where the lessons are taking place
- The date and number of lessons to be delivered in the full term (a term is defined as 3 terms in the academic year)
- The full cost of the lesson
- The amount to be paid by the parent/carer and/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**

All Kent Music invoices to parent/carers/organisations will have the financial assistance element of the lesson detailed on their invoice.

## Contact Us

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For enquiries and all correspondence please contact:

Gail Batty Financial Assistance Coordinator Kent Music 24 Turkey Court Turkey Mill Maidstone Kent ME14 5PP

Phone: 01622 358413

Email: [gbatty@kent-music.com](mailto:gbatty@kent-music.com)

Website: [www.kent-music.com](http://www.kent-music.com)

\*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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