



# TERMS AND CONDITIONS – FINANCIAL ASSISTANCE

*Kent Music has been named as the Hub Lead Organisation for the new Kent and Medway Music Hub from 1<sup>st</sup> September 2024. As part of the transition process, we will be reviewing the scope of the Kent Music Financial Assistance Scheme. Until this has been completed, Financial Assistance will only be available to children and young people who live and are educated in Kent.*

The Kent Music Financial Assistance Scheme is 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). This scheme helps with music lesson fees and instrument hire through music hub funding from the Department for Education.

This assistance does not cover music lessons set up as an agency agreement with the school or for classroom teaching either via Kent Music or other providers.

Medway residents attending Kent Music's Medway Towns Music Centre can apply, but any award will come from the Kent Music Discretionary Fund.

All Kent Music teachers are employed by Kent Music with recruitment in line with the Department for Education's [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)

Financial assistance is awarded for one academic year only (or part of) and is not backdated. Applications open in the second half of the preceding summer term and are subject to available funds. New applicants can apply via the Kent Music website during this period. Existing beneficiaries will be invited to re-apply each year via their SpeedAdmin customer account.

Applicants needing help with the application process should contact [customerservices@kent-music.com](mailto:customerservices@kent-music.com).

All applicants will be contacted via email within one month of their application being received. Do not start lessons if relying on this funding, until approval is confirmed.

**Please do not apply for financial assistance if your child is not attending a music lesson or does not have a firm offer of a place.**

For students receiving their lessons or instruments directly from Kent Music, the financial assistance contribution will be shown on the parent/carer invoice as a discount.

Financial assistance is available for music lessons from providers other than Kent Music, if they take place at school or a recognised business premises within the Kent Music hub area. Parents/carers must ensure these providers have necessary insurance and DBS certificates.

For students who have lessons with providers other than Kent Music, the financial assistance is paid to the external provider of the music lessons when they send an invoice to Kent Music. Information will be supplied to the beneficiary for them to pass onto the provider of the lessons.

Kent Music is responsible for the supervision of students during lesson times only. 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 teacher's or student's 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.

Students outside the Kent Music Hub Area but attending a school within it are not eligible for this scheme but may apply for support through the Kent Music Bursary Fund.

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.

Kent Music offers music lessons in a wide selection of instruments, but we do not teach music lessons for all instruments or in all schools (local authority, academies, or free schools) in the Kent Music Hub area. For more information, contact [customerservices@kent-music.com](mailto:customerservices@kent-music.com).

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 [Music Lessons | Kent Music \(kent-music.com\)](https://kent-music.com/music-lessons)

Applications 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.

We reserve the right to close the Financial Assistance Scheme when funds are exhausted.

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.

You will need to have received a confirmation of your music lesson/ensemble from Kent Music before stating that Kent Music is the provider of the music lessons when applying for financial assistance. 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. 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. In this case, you will be contacted by the fund administrator.

Funding covers 75% of the cost of the music lessons not to exceed £120 per term (3 terms per academic year), for one course of instrumental or vocal tuition per student.

Students who miss three consecutive lessons without a valid reason may lose their funding.

Beneficiaries are also entitled to 75% financial assistance towards the cost of Kent Music ensembles at one of Kent Music's Music Centres [Music Centres | Kent Music \(kent-music.com\)](https://kent-music.com/music-centres)

Kent Music will confirm all allocations of financial assistance to the beneficiary via email. Beneficiaries must inform their lesson provider of their award.

Financial Assistance is only awarded for music lessons held during the school terms (not in the school holidays). Instruments on hire may be kept during the holiday periods subject to a hire agreement being in place.

Applications for Kent Music Summer School are handled via a separate application process 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 [financialassistance@kent-music.com](mailto:financialassistance@kent-music.com)

The financial assistance is paid to the provider of the lessons in three 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 funding 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 in time. The financial assistance allocation cannot be claimed retrospectively in the following academic year and Kent Music will not accept any responsibility for unpaid music lesson fees.

Unless the external 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 will not fund music providers other than those detailed on the 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 and may be closed when funds are exhausted. Any applications received during or following closure will not be processed, with applicants informed that their application will be moved to a waiting list.

Closure of the financial assistance scheme will be confirmed via the Kent Music web page [Financial Assistance | Kent Music \(kent-music.com\)](#)

Students in receipt of financial assistance can hire a musical instrument free of charge (one instrument per student). Applications should be made here [Musical Instrument Hire | Kent Music \(kent-music.com\)](#)

The instrument is only available for an academic year and a new application is required for each new school 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.

### **Financial Assistance 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):

- Children and young people eligible for Free School Meals (year 3 or above)
- 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
- Incapacity Benefit
- 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 [Financial Assistance | Kent Music \(kent-music.com\)](https://kent-music.com)

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's 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

For enquiries and all correspondence please contact:

Gail Batty, Finance Manager, Units 25 & 26, Creative Enterprise Quarter, Javelin Way, Ashford, Kent, TN24 8FN

Phone: 01622 358413

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

Website: [Home | Kent Music \(kent-music.com\)](https://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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