



*Tuition and music therapy in our hands*

## Remissions Policy and Procedures

### Eligibility

Pupils who meet one of the following criteria can access funding to assist with the cost of instrumental/vocal lessons, if they meet the terms and conditions set out below and by completing the application form.

SEND – Special Educational Needs and Disabilities  
BESD – Behavioural, Emotional and Social Difficulties  
LAC – Looked-After Child  
YC – Young Carer  
FSM – Free School Meals  
UC - Universal Credit

Adults who are in receipt of universal credit or income support allowance can access funding to assist with the cost of instrumental/vocal lessons, if they meet the terms and conditions set out below and by completing the application form.

### Policy

The amount of funding is set annually by Swindon Music Trust and the level of subsidy for the 2020-2021 academic year is £5.50 per lesson. The maximum number of lessons that will be subsidised is 34 per academic year.

Funding is limited and applications will be dealt with on a first come, first served basis.

### Terms and Conditions

1. Pupils must meet one of the criteria set out above and evidence must be provided at the time of application
2. Pupils must be taught by teachers who are members of Swindon Music Co-operative or an approved Associate provider.
3. Funding will be provided for one instrument only and for group or individual lessons.
4. Parents/carers or adult learners will be required termly to provide evidence of continued eligibility for free school meals,
5. It is the parents/carers' or adult learners' responsibility to inform Swindon Music Co-operative if their situation changes and they are no longer eligible for subsidy.
6. There are no restrictions on where and when lessons take place
7. Funding will be withdrawn where a pupil fails to attend lessons on a regular basis or fails to make satisfactory progress.
8. Funding will be withdrawn where the balance of tuition fees due to Swindon Music Co-operative is not paid in accordance with their terms and conditions.

### Procedure for Parents/Carers or adult learners

1. Complete the application form.
2. Send the completed form to **Swindon Music Trust, 7 Plymouth Street, Swindon, SN1 2LA** with evidence of eligibility or email: [admin@swindonmusictrust.org.uk](mailto:admin@swindonmusictrust.org.uk)

## Swindon Music Trust Application Form

### Instrumental/Vocal Tuition Remissions

#### Personal Details

\* mandatory fields must be completed

Name of Parent/Carer*		Title
Name of Pupil*	M/F	Date of Birth
Address*		Postcode
Tel ( <i>home</i> )*	Tel ( <i>work</i> )	
E-mail address	Tel ( <i>mobile</i> )	

#### Lesson Details

School Name:*	Lesson duration (if known):
Instrument	
Name of Instrumental Teacher (if known):	

#### **Declaration** : *(please circle)*

The pupil currently meets one of the following criteria: SEND / BESD / LAC / YC / FSM

The adult learner is currently in receipt of income support, job seekers allowance or employment support Allowance.

*(please circle)* YES / NO

I hereby confirm that I have read the terms and conditions and confirm that the information I have provided is correct.

I will notify Swindon Music Co-operative immediately of any changes that affect eligibility for subsidy

I acknowledge that Swindon Music Co-operative will notify Swindon Music Trust if I fail to pay the balance of any fees due to Swindon Music Co-operative, and understand that the subsidy from Swindon Music Trust will be withdrawn immediately.

I acknowledge that a copy of the pupil's annual report will be sent to the Swindon Music Trust by the Swindon Music Co-operative to show attendance and progress achieved.

I agree that Swindon Music Co-operative may obtain confirmation of eligibility from the pupil's school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Parent/Carer or Adult learner*

*Your signature confirms that you have read and understood the terms and conditions and that you agree to abide by them.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*For Swindon Music Co-operative*

**The completed application form and evidence should be sent to Swindon Music Trust, 7 Plymouth Street, Swindon, SN1 2LA**

Email: [admin@swindonmusictrust.org.uk](mailto:admin@swindonmusictrust.org.uk)

The information you provide will be held on our database. It will be used for office use only.