



Financial Assistance Summary — Key Points to Read First:

- Financial Assistance can help with music lesson fees and instrument hire, but it is not automatic.
- You must apply and provide current proof of eligibility.
- If you need funding before lessons start, lessons must not begin until Financial Assistance has been approved.
- Funding depends on available funds. The Scheme may close when funds are exhausted.
- You must pay any fees that are not covered by Financial Assistance.
- If lessons are with a provider other than Kent Music, the provider must invoice Kent Music correctly and on time.
- You must reapply for Financial Assistance each academic year.

General Terms

- These terms and conditions form part of the agreement between Kent Music and You. Kent Music means Kent Music, registered charity number 1110639 and company number 05464855 (“Kent Music”, “We”, “Us”, “Our”). You means the Parent, Carer, Adult Learner, beneficiary or organisation named in the Financial Assistance application form or related lesson documents (“You”, “Your”).
- By applying for Financial Assistance, You agree to these terms, Kent Music’s General Terms and Conditions, and Kent Music’s Privacy Policy.
- These terms apply together with the Financial Assistance application form, any approved funding allocation, and any relevant lesson or instrument hire terms. Together, these documents form the full agreement between You and Kent Music about Financial Assistance.
- Any change to these terms, or any extra term, will only apply if Kent Music agrees it in writing.

Scope

- The Kent Music Financial Assistance Scheme helps eligible children and young people with one-to-one and ‘same instrument’ small group music lesson fees and instrument hire. It uses Music Hub funding from the Department for Education. The Scheme is for children and young people aged 5 to 18 who live in Kent or Medway and attend a Kent or Medway maintained school, academy or free school. Home-schooled, school-aged Students who live in Kent or Medway are also eligible.
- Kent Music also has limited discretionary funding available through the Kent Music Bursary Fund for children and young people who are struggling to access Kent Music lessons but do not meet the eligibility criteria for the Financial Assistance Scheme. This funding is not automatic and will be considered on a



case-by-case basis, subject to available funds and the information provided in support of the application.

- The Scheme does not cover multi-instrumental group lessons or lessons arranged directly between a school and a teacher or provider under an agency agreement. It also does not cover classroom teaching provided by Kent Music or by another provider.
- All Kent Music Teachers are employed by Kent Music and recruited in line with the Department for Education's [Keeping children safe in education – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
- Financial Assistance is awarded for one academic year, or for part of an academic year. It cannot be backdated. Applications open in the second half of the preceding summer Awards depend on available funds. New applicants may apply through the Kent Music website during this period. Applications may also be made during the academic year if funding is still available.
- Existing beneficiaries will be invited to reapply each year.

Financial Assistance Criteria

- Financial Assistance is available if a child or young person meets one or more of the criteria below. You must provide a copy or scan of one supporting document with Your application:
- Children and young people eligible for Free School Meals, year 3 or above
- Universal Credit, or one of the following benefits 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)
- If you do not meet the eligibility criteria but are experiencing circumstances that affect your ability to access Kent Music lessons, you may submit an application for discretionary consideration. Applications should include a supporting letter outlining your circumstances.
- You must pay any fees that are not covered by an approved allocation from the Kent Music Financial Assistance Scheme or the Kent Music Bursary Fund.

Application and Payment Process



- Applications for Financial Assistance and the Kent Music Bursary Fund must be made using the application form available at [Financial Assistance | Kent Music \(kent-music.com\)](https://kent-music.com/financial-assistance).
- You will receive an automatic email confirmation when Your application has been received. We aim to process applications within one month.
- If You are relying on this funding, lessons must not start until Financial Assistance has been approved.
- Financial Assistance is approved for one academic year only. If you would like to receive support the following year, you must submit a new application.
- If You need help with the application process, please contact customerservices@kent-music.com.

Financial Assistance for Lessons with Kent Music

- When You complete the Financial Assistance Scheme application, please name Kent Music as the lesson provider. We will check that Kent Music lessons are in place before We assess the application.
- Kent Music offers lessons in a wide range of instruments, but We do not teach every instrument or operate in every school in the Kent and Medway Music Hub area.
- You must have confirmation of a Kent Music lesson or ensemble place before naming Kent Music as the provider on Your Financial Assistance application. We will check whether lessons have been allocated, or whether an offer has been made and accepted. If lessons are not yet in place or due to start, We will hold the application on file until a firm offer has been made and accepted.
- If Kent Music lessons are due to start but Financial Assistance Scheme funding is no longer available, Kent Music may consider funding from the Kent Music Bursary Fund. This may apply if the lesson offer was delayed or the Financial Assistance fund has been exhausted. The Fund administrator will contact You if this applies.
- A Student who misses three consecutive lessons without a valid reason may lose their funding.
- For Students receiving lessons or instruments directly from Kent Music, the Financial Assistance contribution will be shown on the Parent or Carer invoice as a discount.
- Please contact financialassistance@kent-music.com if lessons do not start in the expected Term, or if lessons are cancelled with the original provider and need to transfer to another provider.
- Applications for Kent Music Summer School are managed separately. Please email the County Programmes Lead at lhardy@kent-music.com.

Financial Assistance for Lessons with Other Providers



- For lessons with providers other than Kent Music, Financial Assistance is paid to the external provider in three Termly payments, after Kent Music receives an invoice.
- Kent Music will provide information for the beneficiary to pass to the lesson provider. The beneficiary must make sure the provider sends invoices to Kent Music promptly. Kent Music is not responsible for invoices received late or for unpaid lesson fees. Financial Assistance cannot be claimed retrospectively in the following academic year.
- For safeguarding and health and safety reasons, Kent Music does not usually support lessons that take place in a Teacher's or Student's home. If this applies, You must explain the arrangement and the reasons on the Financial Assistance application form. The trustees of the Kent Music Financial Assistance Scheme will then consider the application.
- Students who live outside the Kent and Medway Music Hub area but attend a school within it are not eligible for the Financial Assistance Scheme. However, they may apply for support through the Kent Music Bursary Fund.
- External providers must submit three invoices per academic year, in the Term in which lessons take place. Each invoice must include:
 1. The Student's full name
 2. The school or business address where the lessons are taking place
 3. The dates and number of lessons to be delivered in the Term
 4. The full cost of the lesson
 5. The amount to be paid by the Parent, Carer and/or school
 6. The balance to be paid by Kent Music
 7. The full name, address and contact information of the Teacher or music provider
- Where an external music provider does not operate through a registered limited company, their invoice must include a declaration confirming that they are responsible for their own Income Tax and National Insurance liabilities. For example:

"I confirm that I will declare this payment as self-employed income for the current tax year. I am responsible for any Income Tax and National Insurance contributions payable under my tax reference."

Kent Music will only make payments to the individual or organisation named on the invoice. Kent Music accepts no liability for the provider's tax or National Insurance obligations, and it is the provider's responsibility to ensure these are met.

Instrument Hire

- Eligible applicants will receive 100% funding for one instrument hire per approved child or young person for a period of up to one academic year. A new



application for Financial Assistance must be submitted for each subsequent academic year.

- If a new application for Financial Assistance is not submitted, or an application is received after available funding has been fully allocated, the standard instrument hire charges will apply.

Closure of the Fund

- Financial Assistance depends on available funds. The Scheme may close when funds are exhausted. Applications received during or after closure will not be processed. Applicants will be told that their application has been added to a waiting list.
- Closure of the Scheme will be confirmed on the Kent Music website: [Financial Assistance | Kent Music \(kent-music.com\)](#).

Contact Us

- For questions or correspondence, please contact:

Finance Department, Kent Music, Unit 25-26, Creative Enterprise Quarter, Javelin Way, Ashford, Kent, TN24 8FN

Phone: 01622 358427

Email: financialassistance@kent-music.com

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