

Financial Assistance Scheme Academic year 2020 (COVID-19 Lockdown Period)

Individual online group tuition

Information & Criteria

The Swindon Music Service Financial Assistance Scheme is available for children and young people aged 5 – 18 years, living in Swindon.

Subject to the conditions and criteria set out below, successful applicants will receive 60% financial assistance up to a **maximum of £90.00 per term**) towards the cost of one course of instrumental or vocal tuition for the financial 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 Swindon Music Service 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(as detailed under) during the term in which the tuition is scheduled to start otherwise the offer will be withdrawn.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 tutors must confirm on their invoice that they are responsible for their own tax and national insurance liabilities. Swindon Music Service cannot accept liability if these obligations are not met.
4. The maximum number of lessons that will be supported in a term is 10.
5. 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Administrator (as detailed under) following the cancellation of your lessons as the financial assistance will also be withdrawn, (lessons must also be cancelled directly with your provider, please refer to their Terms and Conditions when cancelling tuition).
6. External providers should ensure that their invoices are sent to Swindon Music Service 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 Failure to do so may result in the financial assistance being withdrawn.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 Swindon Music Service in a prompt manner. Swindon Music Service cannot be held responsible if the invoices are not received and the financial assistance withdrawn.
7. For safeguarding and health & safety reasons Swindon Music Service will not support lessons that take place in a tutors' or students' home. Exceptions may be considered, please contact the Swindon Music Service Finance Administrator (as detailed under).
8. Dependent on funds available the scheme may be subject to closure and applications received during or following closure will not be processed.
9. Closure of the financial assistance scheme will be confirmed via the Swindon Music Service's website
- 10. 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.**
11. 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)

Swindon Music Service 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 on our website www.smscio.org 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 Swindon Music Service will be required to submit promptly with the period the lessons are being taught. Invoices must provide the following details¹:

- The student name
- 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 Swindon Music Service
- 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 Swindon Music Service invoices to parent/carers/organisations will have the financial assistance element of the lesson detailed on their invoice.

¹The Provider will need to gain approval to share the data with Swindon Music Service for the purposes of the Financial Assistance in line with GDPR.

For enquiries and all correspondence please contact:

Finance Administrator Swindon Music Service The Platform, Faringdon Road
Swindon SN1 5BJ

Phone: 07395 887 191 or 07395 887 192

Email: lhawkins@smscio.co.uk or prowe@smscio.co.uk Website: www.smscio.org

*Swindon Music Service 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.