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Am I entitled to Instrumental Tuition Vouchers?

If you are currently in receipt of Income Based Jobseeker's Allowance, Income Support or Working Tax Credit/Child Tax Credit (subject to certain criteria), then you may be entitled to and should apply for Instrumental Tuition Vouchers. Discretionary awards are also made to people in receipt of equivalent benefits.

Am I guaranteed to receive the vouchers, so long as I am receiving one of those benefits?

We have allocated an amount of money to be spent on Vouchers, which we think should cover the demand for tuition (£40.00 per child per term). However if demand exceeds the money that we have available, new applicants will have to be placed on a waiting list.

What happens if my circumstances change?

Vouchers are now issued yearly from April to April, to be used at the rate of £40.00 per term. You can carry on using the voucher for the year up to the end of Spring Term (Easter), but if your income increases above the limit you may not get further help.

How much are the Vouchers worth?

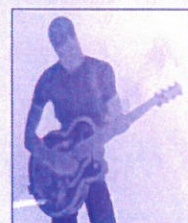
Each Voucher is worth a maximum of £40.00. That represents around 66% of the cost of a 15 minute individual lesson, for 10 weeks. We can issue a Voucher for the year, so long as the student is attending regularly and is making sufficient progress. Each term, you will need to pay the difference between £40.00 and the charge made by the school. Music School students are entitled to £80.00 Vouchers (to cover the higher costs), but the Music School must be named on the application form.

Where can I use the Vouchers?

You can use them as part payment for Instrumental Tuition in any school or Music School where Essex Music Services supply the tutors. The Vouchers are not valid for use with Private Tutors (including Private Tutors working in schools). If in doubt, please call us to ask.

How do I apply for the Vouchers?

You should apply on the Tuition Voucher application form dated for the current year, which accompanies this leaflet or is available at the student's school or Music School or direct from the EMS office (address at the top of this page). When you have received a voucher for the current year, you will be sent a reminder to re-apply for the following year in March.



MUSIC TUITION VOUCHER SCHEME

April 2013–April 2014

To qualify for a voucher you must be receiving one of the following or similar benefits:

- Income Support or Income Based Job Seeker's Allowance
- Working/Child Tax Credit - if you:
 - receive more than the basic £545.34 per year excluding any childcare element; and
 - HMRC have assessed your annual income at £16,190 or less.
- Applicants who receive other benefits, e.g. State or Widow's Pension or disability benefit, should also receive Child Tax Credit if they are responsible for caring for a child or children.
- Vouchers are now issued yearly, but are valid at the rate of £40.00 per term, from 1-April to 30-April for the child named on the voucher.
- The values cannot be added together, or carried forward or back dated or used in any other combination.
- If you do not apply in good time, you may have to pay the full amount for the term's lessons, and you may not get a voucher until the next term.
- Vouchers will be issued on a first-come, first-served basis while we still have money left in the budget.

Enquiries

If you have any questions, please call Denise Reynolds on 01206 798788 or e-mail denise.reynolds@essex.gov.uk.

Application for Instrument Tuition Vouchers

You can apply for a voucher if:

- you are the principal carer of the child and
- you send in this form completed with a **PHOTO COPY** of your most recent evidence of one of the qualifying benefits listed below:

Income Support or Employment Support or Jobseekers Allowance:

- Photo-copy of a recent letter from the Benefits office, or
- Photo-copy of current free school meals entitlement letter.

Working/Child Tax Credit:

- Send a **photo-copy** of the **award letter from HMRC**, showing both the award and your family income, which must be **NOT MORE THAN £16,190** year in total (see over).

Other similar means tested benefits may be considered

Applicant's Surname:		Title:	Initials:
Address:		Telephone:	
Post Code:			
Name of child receiving lessons:	Applicant's relationship to child:		
Name the School or Music School where the voucher will be used:	Instrument/Subject(s) studied:		
School:	Name of your Essex Music Services Tutor:		
Music School:			
Have you previously received Instrumental Tuition Vouchers? YES/NO (Please delete as appropriate)			

- **PLEASE NOTE: vouchers will NOT be processed unless:**
- **the correct evidence is enclosed with this form,**

Declaration

I declare that the above information is correct to the best of my knowledge.

Signature:

Date:

Personal data entered on this form may be held on computer files

- **SEND TO:**
- **Essex Music Services, Essex County Council, Alderman Blaxill School, Paxman Avenue, Colchester, CO2 9DQ**

- Telephone: 01206 798788
- Fax: 01206 798309
- e-mail: denise.reynolds@essex.gov.uk

Office Use	Ref No:
	Date:

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