



# Instrumental & Vocal Tuition Application Form 2021-22

Apply online at [eastsussexmusic.org](http://eastsussexmusic.org) or complete the form below and return to:  
East Sussex Music, Performing Arts Centre, Mountfield Road, Lewes, BN7 2XH or your child's school.

## **Personal Details**

Pupil's First Name	_____	Gender	_____
Last Name	_____	School	_____
Date of Birth	_____	Year Group	_____
Parent/Carer's Title	_____	Address	_____
First Name	_____		_____
Last Name	_____		_____
Tel (Home)	_____	Town / City	_____
Mobile	_____	Postcode	_____
Email	_____	<i>Email communication will be used by ESM wherever possible</i>	

**Please inform us of any relevant information to help us support your child's instrumental learning:**

\_\_\_\_\_

\_\_\_\_\_

## **Application**

I wish my child to have instrumental lessons in the \_\_\_\_\_ (instrument)

**Please select the type of lesson:**

- Group Lessons (£101 per term)                       30 Minute Individual Lessons (£227 per term)
- 20 Minute Individual Lessons (£151 per term)

## **Instrument Hire**

- I would like details of hiring an East Sussex Music Instrument.

*Hire fees are £25 or £33 per term, depending on the instrument.*

*Please see our website for more details: <https://www.eastsussexmusic.org/buy-or-hire-an-instrument>*

**Please note that Keyboard, Drum Kits and Electric Guitars are not available for hire.**

## **Financial Assistance**

East Sussex Music offer families on low income discounts on the price of group lessons, instrument hire and area music centre membership. Fee discounts are only applicable to ONE instrument (lesson and hire) per child.

Children in the care of the Local Authority are entitled to free tuition and the loan of an instrument.

**Discounts are not available for individual lessons.**

### **Eligibility**

- Open to students attending a Brighton & Hove or East Sussex state school
- Students in full-time primary, secondary or further education (usually Year 13 or below)
- Students whose family financial circumstances presents a barrier to accessing music education (gross annual household income of less than £20,000, or are in receipt of a means-tested benefit, for example Universal Credit)

### **Level 1 (25% Assistance)**

Families whose household income is under £20,000 before tax and receive one of the following:

- Income Support
- Income based Employment Support Allowance
- Income based Job Seekers Allowance
- Pension Credit
- Child Tax Credit
- Working Tax Credit
- Universal Credit

### **Level 2 (85% Assistance)**

Families who receive Free School Meals due to financial circumstances and are in receipt of one of the benefits above.

Your school may provide a further 60% discount for group lessons and we will apply to the school on your behalf for this additional funding.

**Please tick below if you would like to apply for a discount on group lessons, instrument hire and Music Centre.**

**Level 1:** I confirm that I am in receipt of one of the benefits listed above, and would like to apply for a 25% discount on group lessons.

**Level 2:** I confirm that I am in receipt of one of the benefits listed above, and my child is in receipt of Free School Meals due to financial circumstances and would like to apply for an 85% discount on group lessons.

**Looked After Child:** I wish to apply for a 100% discount as the pupil is a Looked After Child.

**Please attach a scan or photograph of your most recent benefit award notice to this application.**

**For Universal Credit, please submit your last three month's worth of statements. Documents can also be emailed to [esm@brightondome.org](mailto:esm@brightondome.org)**

## **Agreement**

### **Photography Statement**

From time to time we may take photographs / videos of activities to use, without names included, in printed publicity and on our website. In order to give your consent for your child's photograph to be used in publicity please sign below. We consider parental consent to cover all pupils learning with us up to the age of 18. You can remove your consent at any point by emailing [esm@brightondome.org](mailto:esm@brightondome.org) (please tick):

I agree

I disagree

## Privacy Policy

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. To read our organisation's full privacy policy please see the website: [https://brightondome.org/privacy\\_policy/](https://brightondome.org/privacy_policy/)

**I have read, understood and accepted the privacy policy**  (please tick)

## Terms and Conditions

### The Lessons

We will offer a minimum of 30 lessons to your child during the 38-week school year and you will receive an invoice at the beginning of each term, usually in September, January and April. Depending on the length of each term the exact number of lessons offered may vary but, in total, at least 30 lessons will be offered in an academic year.

The termly fee covers the cost of group tuition for a minimum of 3 children learning together in a 30-minute lesson. At our discretion, if there are only 2 children learning in a class, a paired 20-minute lesson may be offered for the same fee. If the number of children learning in a group reduces to 2 during the course of a term, we reserve the right to reduce the lesson duration to 20 minutes without notice. If it is not possible to offer your child group tuition, a temporary individual 15-minute lessons may be offered until it is possible for your child to be grouped with others.

Individual lessons may also be available subject to availability for which different charges apply. To transfer from group tuition to individual tuition please email to confirm your request.

**Lessons will continue to be provided from one term to the next and you will receive an invoice each term until you tell us that lessons are no longer required (please see ending your contract below). This applies even if your child is changing school e.g. from Primary to Secondary school, as arrangements are made to support transition.**

We reserve the right to offer online tuition as an alternative, should we be unable to offer face-to-face lessons due to circumstances beyond our control (such as school closure).

### Payment

We will invoice you at the beginning of each term and payment is due within two weeks of receiving your invoice. If payment is not received, following a reminder and with a revised deadline, regrettably we will have to stop your child's tuition and any other children receiving tuition on your account.

If you're having difficulty paying please contact us to discuss how we might be able to help.

### Withdrawal from Lessons

If your child wishes to stop lessons, please let us know by emailing [withdraw@brightondome.org](mailto:withdraw@brightondome.org) by the following dates to finish at the end of that term: 1<sup>st</sup> December, 1<sup>st</sup> March or 1<sup>st</sup> July

We cannot accept verbal notification or notification to your child's teacher or school. These dates apply even if your child is changing schools as arrangements are made for lessons to continue from one academic year to the next.

You will be charged a late withdrawal fee equivalent to half a term's fee if notice to withdraw is not received by the above dates. This does not entitle you to any lessons, as it is a late-notice charge. If lessons have already begun in a term and at least one lesson has been attended, the full term's fee is payable. When you withdraw from tuition you must return any hired instruments to the teacher or one of our offices.

East Sussex Music & Brighton & Hove Music & Arts reserves the right to renew fees, terms and conditions periodically and without notice.

To read our full terms and conditions, please refer to our website: <https://www.eastsussexmusic.org/esm-terms-and-conditions>

**I understand that fees are payable in advance and will be invoiced at the beginning of each term.**

**I agree to the Terms and Conditions (which include notification of withdrawal) laid out in the tuition agreement.**

**I am aware that Brighton & Hove Music & Arts and East Sussex Music reserves the right to renew fees, terms and conditions periodically and without notice.**

Signature of Parent/ Carer \_\_\_\_\_ Dated \_\_\_\_\_