

**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:
- **Children in Local Authority Care, or those with kinship carers are automatically entitled**

**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 £18,000** year in total (see over).

**Other similar means tested benefits may be considered**

Applicant's Surname:		Title:	Initials:
Address:		Telephone:	
E-mail Address (please write clearly):		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? <b>YES/NO</b> (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 Education Hub, The Stanway Federation Learning Centre, Paxman Avenue, Colchester , CO2 9DQ**

- Telephone Direct Line: 03330 139582
- Telephone Office: 03330 138953
- Fax line: 03330 133937
- e-mail: [denise.reynolds@essex.gov.uk](mailto:denise.reynolds@essex.gov.uk)

Office Use	Ref No:
	Date:

## **MUSIC TUITION VOUCHER SCHEME**

*April 2016–April 2017*

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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 £18,000 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 £46.50 per term, from April (start of Summer Term through Autumn Term) to April (end of Spring Term) 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.**

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### **Enquiries**

- If you have any questions, please call Denise Reynolds on **Direct Line: 03330 139582** or e-mail **denise.reynolds@essex.gov.uk**.