



Education & Children's Services

**PERTH & KINROSS COUNCIL
EDUCATION & CHILDREN'S SERVICES
INSTRUMENTAL TUITION APPLICATION 2011/12**

Form IT1

No

Perth & Kinross Council Education & Children's Services is committed to continuing to provide a high standard of Music Instruction

This is an application to register your child for instrumental tuition and in no way guarantees that the place applied for will be available. Places are allocated to pupils on the basis of an interview and an assessment of musical interest and aptitude.

Completed forms should:

- 1) If issued by an instructor, be returned to the **instructor who initially issued the form**
- 2) If not issued by an instructor, be returned to **Payments Support Team, Education & Children's Services, Pullar House, Perth, PH1 5GD**

PUPIL DETAILS

1. Pupil's Forename..... Pupil's Surname.....

2. Date of Birth..... Class Year Session 2011/2012 (eg P7)

3. School to be Attended Session 2011/2012

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PARENT/GUARDIAN DETAILS

4. Parent/Guardian's Forename..... Surname..... Title* Mr/Mrs/Ms/....

5. Address.....

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6. Postcode..... Telephone No.
(Home)..... (Work).....

7. E-mail Address
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INSTRUMENT DETAILS

8. Please write the name of the instrument for which the above pupil is applying for school based music tuition.

Instrument Second choice
.....

PAYMENT DETAILS

9. Payment Exemptions

If you are applying for an exemption from payment please indicate the reason (tick appropriate boxes).

Exempt – Parent/Guardian in receipt of Employment Support Allowance (Please attach proof)

Exempt – Scottish Qualifications Authority (SQA) candidate (Please see notes)

10. Payment Options

The fee for the school session August 2011 to June 2012 is set at £234.15 per instrument. In all cases total payment must be received prior to 31 March 2012.

If you wish to pay the fees in instalments please contact the Sales Ledger Team on 01738 477440 on receipt of the invoice. Please Sign Over

TERMS & CONDITIONS RELATING TO THE PAYMENT OF TUITION FEES

- An invoice will be posted to you, where applicable, when your child has been accepted for tuition. **Please do not make any payment prior to receiving an invoice. Payment cannot be made at your child's school.**

- Tuition will be provided free of charge where the parents/guardians of the pupil are in receipt of **Employment Support Allowance or Income Based Job Seekers Allowance**. You will be required to produce proof of receipt of benefit to Payments Support Team, Education & Children's Services by means of a photocopy of your benefit book or appropriate letter from the Benefits Agency, confirming benefit. **No other benefit (eg Working Families Tax Credit or Disabled Person's Tax Credit) qualifies as an entitlement to free instrumental tuition. Your address shown overleaf must agree with the address on your benefit paperwork.**
- Tuition is provided free where the instrument in which the pupil is to receive lessons forms part of a recognised Scottish Qualifications Authority course in music. If the instrument being taught does not form part of the SQA music course then fees will be payable.
- The minimum number of lessons is 30.
- If a child is offered tuition for a part year, the fees will be adjusted on a pro rata basis.
- There will be no trial period.
- **Prior to a pupil withdrawing from music tuition, the parents of the said pupil must give the Music Teacher responsible for the said tuition, notice of the withdrawal in writing. The parent will be liable for charges until the end of term on which the said written notice was received. Failure of a parent to give notice in writing of their child's withdrawal from music tuition may result in them incurring unnecessary additional expense.**
- Any changes in circumstances during the session (including SQA cessation) must be notified and a charge may be levied/reduced where appropriate.

DATA PROTECTION ACT 1998

The information provided by you and by relevant third parties will be used in assessing and meeting your service needs. It may include both financial and other details and may be shared with the other appropriate professionals and service providers. In terms of the Data Protection Act 1998 you are entitled to know what personal information Perth & Kinross Council hold about you on payment of a fee of £10. Application should be made to the Executive Director, Education and Children's Services, Pullar House, Perth.

I apply for my son/daughter to be given the opportunity of instrumental tuition and understand that if he/she is selected a fee will be payable unless I qualify for exemption.

I have read and agreed to the Terms and Conditions relating to the payment of tuition fees in this form.

I have read and agreed to the Terms and Conditions as laid out in the 'Prospectus for Instrumental Tuition and Central Groups'. The information I have provided is accurate as at the date below.

Signature of Parent/Guardian.....
Date.....

(all applications must be signed and dated)

If you or someone you know would like a copy of this document in another language or format, this can be arranged by contacting Lynne Brand on 01738 476311.
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