Music for Bedford Borough
Borough Hall
Cauldwell St
Bedford
Mk42 9AP
Tel: 01234 718 088
Fax: 01234 838 012

BEDFORD BOROUGH COUNCIL

Borough Charter granted in 1166

Music Lesson Remissions
2011 - 2012

Please ask for:
E-mail: music@bedford.gov.uk
Web: www.bedford.gov.uk/music
Your ref:
Our ref: Rem/Nw/11/12
Date: As postmark

Dear Parent/Carer

Application for Remission of Lesson Charges in the 2011 – 2012 Academic Year

Thank you for your enquiry regarding lesson remissions provided by Music for Bedford Borough.

Music for Bedford Borough's remissions are awarded on an annual basis. In order to qualify for remission of 50% on your music lesson charge you must have successfully applied for 'Free School Meals' from the Council.

Please complete and return the enclosed application form to our office. If your free school meals application was made to a Council other than Bedford Borough Council then you will need to provide evidence to prove that you have this entitlement.

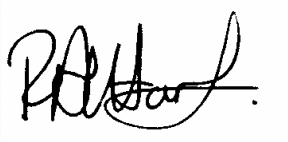
We have set aside a remission fund to which your application can be made. Once remissions have been awarded up to the value of the fund, applications will be held on a waiting list and will be awarded once a child who is already receiving remission stops lessons. If your application is successful then the remission will apply to all of the children that you are legally responsible for.

In order for remission to be applied to your invoice, your application and evidence (where applicable) must be received by **5 September 2011**. Successful remission applications received after this date will be applied from the following term's invoices - please note that remission cannot be backdated.

All remissions are effective for the current academic year and must be re-applied for every September. Successful applicants will automatically be sent an application form at the end of the summer term each year.

If you have any queries please do contact our office team on: 01234 718 088. Alternatively, you can email your query to:music@bedford.gov.uk

Yours sincerely



Richard Hart

Head of Service
Music for Bedford Borough

MUSIC FOR BEDFORD BOROUGH

LESSON REMMISSION FORM
2011- 2012

Valid from:
Sept 2011 to July 2012

PRIVATE & CONFIDENTIAL

APPLICATION FOR REMISSION OF FEES FOR YOUR CHILD

Please complete the form in BLOCK CAPITALS and then SIGN IT.

Your Surname*		Your National Insurance No.				
Your other names*						

These names must be the same as those on the evidence that you use to prove that you are entitled to remission.

Your Address (please include your post code): …….....

……Post Code: ……..……
(Please notify us in writing if you move)

Your Tel. No: ……

Write below the details of each child for whom you are applying:

Surname:	Other names:	Date of birth:	Instrument:	School:

Please tick one of the following :

☐ I am registered for 'Free School Meals' with Bedford Borough Council

☐ I am registered for 'Free School Meals' with a different local authority **and enclose evidence of this award**

I undertake to notify Music for Bedford Borough IMMEDIATELY if I no longer qualify to receive free school meals.

Signed: …… Date: ……
(The person making the claim)

IF YOU HAVE ANY DIFFICULTIES COMPLETING THIS FORM, PLEASE DO CONTACT OUR OFFICE.

Please note that remission cannot be backdated.
If this application is successful it will be applied from your next bill.

Please return this form and any evidence to Music for Bedford Borough.

Music for Bedford Borough
Borough Hall, Cauldwell Street, Bedford. MK 42 9AP
Tel: 01234 718 088 email: music@bedford.gov.uk web: www.bedford.gov.uk/music

OFFICE USE ONLY:

Authorisation by: HoS. Signed: …… Date: ……