



Bursary information

GUIDANCE FOR YORK MUSIC HUB BURSARIES

Tuition Bursaries

Annual bursary amount	Maximum £393 payable to the tutor by York Music Hub
Maximum number of lessons per term and year	10 per term, 30 per year
Per lesson allowance	£10.50 for 20 mins £13.10 for 25+mins

Instrument & Ensemble Bursaries

Instrument hire	Free for one instrument only Claim free hire on YAE Instrument Hire Application .
City-wide ensemble membership	Claim bursary on enrollment, or apply using the YMH Bursary Application Form .

GENERAL INFORMATION - Tuition Bursary

1. It is expected that children in receipt of a bursary will be taught individually (one student with the tutor). However, we accept that there may be circumstances where this is not possible or appropriate. In those cases, please contact YMH directly to outline why there is a need for the child to be taught in a group.
2. It is expected that most lessons will be weekly, and no more than 10 lessons will be claimed for by the tutor in any given term.
3. Bursaries are available for children who are Looked After, and/or on Pupil Premium, and/or on Free School Meals, whether they have lessons privately or in school. They must be learning with a [Music Hub Approved Tutor](#) and be resident and/or attending school in York.
4. A further sum may be claimed to pay for the full cost of any public examinations (e.g. ABRSM, Trinity, Rockschoo) and an accompanist fee (accompanist fee up to £45).
5. Bursary pupils are also entitled to hire an instrument free of charge (except drums and electrical instruments such as keyboards and electric guitars). Instruments can be hired from [York Arts Education CIC](#).
6. Bursaries are only for tuition and examination costs. Other costs such as music and 'disposables' (e.g. reeds, strings, valve oil etc.) must be met by the parent/carer.

7. Approved tutors or schools only may apply for the tuition bursary on behalf of their pupil(s).
8. Only one bursary can be awarded per pupil.

NOTE: If there are no tuition bursaries available, tutors will be notified immediately and will be advised in due course when a bursary becomes available.

The following terms and conditions apply:

- Bursaries run from September to July and will be reviewed annually.
- Bursaries cannot be allocated retrospectively – i.e. tutors cannot claim for any lessons given before the bursary date of approval.
- Bursaries are allocated on a first come first served basis.
- Bursaries are only for pupils taking lessons with a York Music Hub Approved Tutor.
- The pupil must be resident and/or at school in York.
- Bursaries and examination fees will be paid directly to the tutor on receipt of an invoice.
- Tutors must provide a brief report (1-2 sentences) detailing progress at the end of each term.

IMPORTANT GUIDELINES FOR APPROVED TUTORS

- Claims should be sent to payments@yorkmusichub.org.uk either termly or half termly.
- Each pupil should be listed separately on the invoice, along with the number and duration of lessons given in the period.
- Whenever an invoice is submitted, the tutor must confirm which pupils are continuing or not.
- Approved Tutors must notify York Music Hub immediately if a pupil discontinues lessons. Bursaries are only paid until a pupil stops lessons and not until the end of that term.
- If a pupil fails to attend more than 3 lessons in any term (without good reason), the Approved Tutor must determine if that pupil wishes to discontinue and should inform York Music Hub accordingly. York Music Hub will not reimburse an Approved Tutor for more than 3 missed lessons per term.
- Approved Tutors must make sure parents/carers are aware of the guidelines below.

IMPORTANT GUIDELINES FOR SCHOOLS, PARENTS, CARERS AND PUPILS

- Schools, parents, carers and pupils should ensure that all lessons are attended unless there is good reason. Tutors must be notified in good time if a lesson is to be missed or rescheduled. Pupils should not miss more than 3 lessons in any term (without good reason) otherwise the bursary may be withdrawn.
- Schools, parents and carers should support and encourage pupils to practise regularly in order to make the required progress.
- Bursary recipients are entitled to a maximum of 30 'free' 20-25 minutes lessons in any given 12 month period.
- Parents and carers are advised to resolve any immediate issues with either the tutor or the school as appropriate. We also appreciate any feedback that may help us run the system better. Contact: schools.outreach@yorkmusichub.org.uk

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