



**Hertfordshire  
Music Service**

# How to apply for Help with Music Fees with Hertfordshire Music Service

**Hertfordshire Music Service**  
[hertsmusicservice.org.uk](http://hertsmusicservice.org.uk)

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**

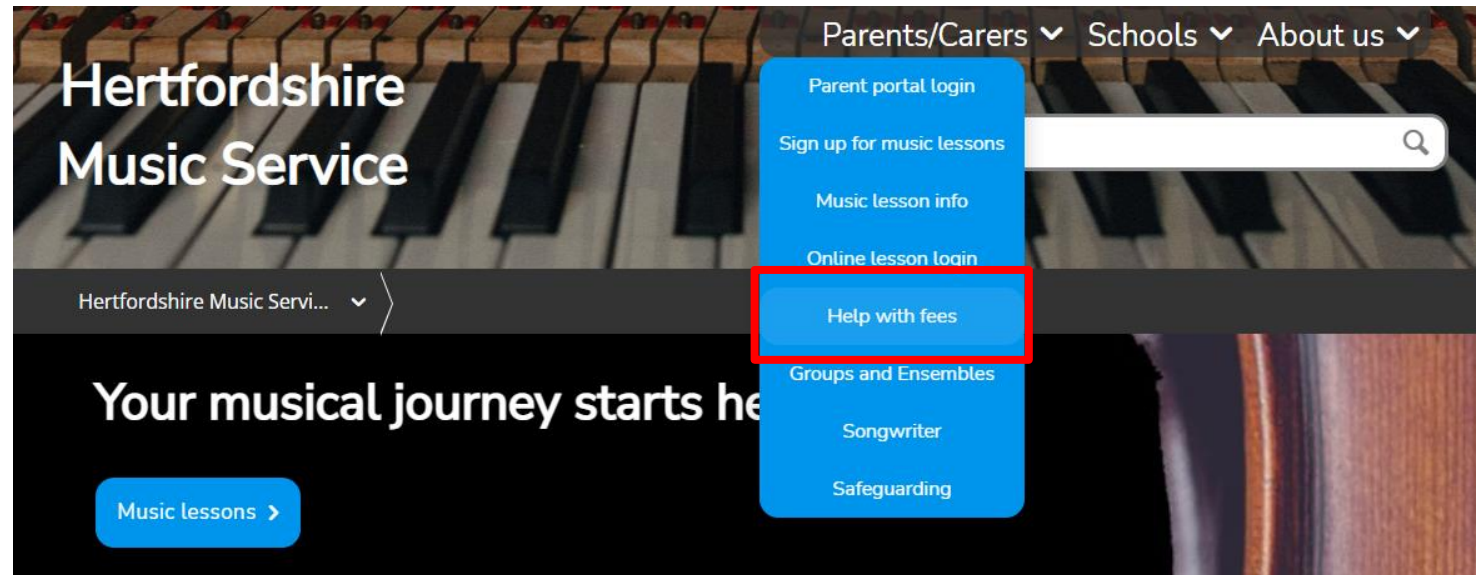


Financial support is available for music lessons, delivered by Hertfordshire Music Service, at either 50% or 100%.

# Before you apply

All the details for Help with Music Fees with Hertfordshire Music Service are available online at [www.hertsmusicservice.org.uk/remission](http://www.hertsmusicservice.org.uk/remission) and include:

- what support is available
- who is eligible for support
- how to apply



# Before you apply

- An online application form can be completed by parent/carers, and school staff or social workers on the applicants behalf
- Have the parent/carer's National Insurance number ready, which we use to check eligibility for different levels of support



## Help with music fees

Students living or attending school in Hertfordshire may be able to get financial support for instrument or vocal lessons with Hertfordshire Music Service teachers.

# Starting an application

- From the HMS Help with Music Fees page, [open the link to SpeedAdmin](#)
- Scroll down the page to find '**Help with music fees**' on the right (as pictured here) and click '**Add application**'

## Help with music fees

Students living or attending school in Hertfordshire may be able to get financial support for instrument or vocal lessons with Hertfordshire Music Service teachers.



Financial support for music lessons from Hertfordshire Music Service is funded by the Arts Council England, therefore is separate from the funding you may be eligible for from Hertfordshire County Council, such as free school meals or saver cards.

Even if you receive free school meals from Hertfordshire County Council, you still need to apply separately for HMS music lesson financial support.

For more information about help with music fees please visit our [help with music fees webpage](#).

Applications for the next funding period will open during the summer term 2022.

[Add application](#)

Before proceeding read  
and accept the:

1. terms and conditions
2. music agreement

You will not be able to  
continue the application if  
you do not accept the  
terms and conditions.

### Accept the terms and conditions

Please accept conditions before proceeding

#### GDPR and personal data

Hertfordshire Music Service (HMS) collects data from you on behalf of Hertfordshire County Council to establish a contract to provide music tuition, activities and equipment. The personal data collected in this application directly from you is given voluntarily. You are not required to provide this personal information and may withdraw it at any time, although this will mean your application cannot be processed.

The data gathered is for the purpose of setting up your account and identifying the recipients of the service. Hertfordshire Music Service will use this information to raise charges for the service (where appropriate). We require this information in order to fulfil our obligations under our contract to supply music tuition and activities. This contract may also include the provision of instruments and resources which will be charged for as appropriate. Failure to provide this information will mean that we are unable to set up a contract and supply the service.

If applicable – the information you have provided to us will be used alongside additional information obtained from schools.

In order to manage and administrate instrumental and vocal lessons, Hertfordshire Music Service will need to share your contact details, via the SpeedAdmin system, with the teacher delivering the lessons to the pupil in order to facilitate these lessons.

The full HMS Privacy Policy can be found online at <https://www.hertsmusicservice.org.uk/legal/privacy-customers.aspx> and also more information about the Personal Data Act and the Personal Data Regulations is available at <https://ico.org.uk/>.

I accept the GDPR terms and conditions

#### Music and ensemble terms and conditions

I have read and understood the [music and ensemble terms and conditions](#). The terms and conditions form the basis of the contract between Hertfordshire Music Service and customers. Hertfordshire Music Service reserves the right to vary these terms and conditions at any time.

I accept the terms and conditions

➤ Next

# Filling in your application

Please fill in all the fields required.

Important: always fill in the National Insurance number of parent/carer as we cannot confirm the application without it and it will cause a delay in the application.

Click 'Add application'

## Application

Fiscal year

Applicants relationship to pupil.

Please confirm the lesson type and duration.

\* Please note if you are selecting a 30 minute individual lesson you will receive funding for the first 20 minutes and have to pay for the extra 10 minutes.

Please confirm the date you would like lessons to start.

Child's full name

\* Please include the first and last name of your child.

Is the child studying for a music qualification at BTEC, GCSE and A Level or similar (this does not include instrumental examinations or diplomas)?

Other - please let us know the other music qualification that is being studied. (Optional)

Parent/carer surname

\* This information will be used to check your current eligibility for Free School Meals and other benefits.

Parent/carer Date of Birth

\* This information will be used to check your current eligibility for Free School Meals and other benefits.

Parent/carer National Insurance Number (e.g. AB123456C. Please do not use a space between the letters and numbers).

\* This information will be used to check your current eligibility for Free School Meals and other benefits.

If you are applying on behalf of a looked after child, please attach a document with confirmation they are in the care of Hertfordshire County Council. (Optional)

I confirm I have read and understood the Financial Assistance terms and conditions.

Yes  No

[Financial Assistance terms and conditions \(opens a new tab\)](#)

I confirm I have read and agree to the Music Learning Agreement.

Yes  No

[Music Learning Agreement terms and conditions \(opens a new tab\)](#)



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# Adding a music lesson

You now have two options:

- If you are only applying for Financial Assistance or your music lesson is arranged directly with your school, please select 'Complete Application'.
- If you want to apply for a lesson with HMS at this point, click 'Add more courses'.

## Discount application

Apply for help with music fees on this form.

Before completing this form, please visit our [Help with Music Fees](#) webpage.

Subject to the conditions and criteria as set out on our website, successful applicants may receive 100% or 50% financial assistance towards the cost of one course of instrumental or vocal tuition (up to a 20 minute individual lesson) for the school year September 2022 to July 2023.

When you finish this Discount application form:

1. If you are only applying for Financial Assistance, please select 'Complete Registration'.
2. Apply for music lessons with Hertfordshire Music Service now by selecting the 'Add more courses' option.
3. If you arrange your music lesson directly with your school, but your school have asked you to apply to HMS for help with music fees, please select 'Complete Registration' after finishing this discount application. [A list of these school-billed schools are here]

When selecting fiscal year please select 2022/23.

Your selection has been added to the basket

- Add more courses
- Open basket
- Complete application

[← Back](#)

Accessibility of SpeedAdmin



# Checking your application

Once you have completed your application it will show in your basket. A number one will be visible next to the basket.



Please note: if you have applied for a music lesson at the same time this will also show in the basket and the number will have increased.

# Finishing your application

Fill in the required fields within the Student and Payer sections.

**Please note:** the payer section is to obtain your details as the parent/carer and you will not have to add any payment details into the system.

## Complete application

### ✓ Conditions

I accept the GDPR terms and conditions: Yes

I accept the terms and conditions: Yes

### ✓ Student

[Login Student/Parent/Guardian](#) or create a new student below:

#### Date of Birth

Day  Month  Year  Gender

#### First name

#### Surname

#### Address

#### Address Line 2 (Optional)

#### Postal code

#### House Number

#### Emergency Contact Number

#### School

\* If you have left school or the school you attend is not showing please select 'other'

#### Year group - As of September 2021

Year group  Grade letter

Special Educational Need (Optional)

#### SEN/ID Comment (Optional)

#### Medical Conditions (Optional)

#### Allergies (Optional)

Next

### ✓ Payer

### ✓ Questions



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# Registration complete

This will bring you to the end of the application confirmation screen and you will receive an email to confirm your application has been completed.



The Valley School (619) / Checkout

## Registration completed

Thank you for choosing Hertfordshire Music Service; we look forward to joining you and your child on their musical journey.

We will contact you once your application has been processed with the lesson or ensemble details.

Meanwhile if you have any questions please visit our [FAQ section on our website](#).

[Login to register more students](#)

# Thank you

If you have any questions please contact us at  
[music.remission@hertfordshire.gov.uk](mailto:music.remission@hertfordshire.gov.uk)