In accordance with the vision and aims of the charity to provide up to 100% bursaries on fees for every activity it offers. HMS offers subsidiaries and or bursaries to identified children.

Henley Music School (HMS) pledges to provide up to 100% bursaries on fees for every activity it offers providing certain criteria are met; below is the HMS policy on awarding a bursary to an individual.

Director of HMS to have a discussion with head teacher at the school attended by the child regarding funding. This discussion would include seeking clarification on the following types of criteria:

**Child on Pupil Premium/Displaced citizen - refugee**

* Conversation with parent
* Conversation with school
* Agreement that bursary is reviewed annually

**School aged child**

* Initial conversation with parent/carer on amount required
* Form to fill in

1. Proof of address
2. Copy of Benefit letter or pay slip for all carers
3. Photo ID

* Further conversation with head teacher
* Agreement that the bursary is reviewed annually
* Confirmation of invoice values for Tutor & HMS

**Adult learner**

* Initial conversation with individual on amount required.
* Form to fill in

1. Proof of address
2. Copy of Benefit letter or pay slip
3. Photo ID

* Agreement that the bursary is reviewed annually
* Confirmation of invoice values for Tutor & HMS

**Autistic learner**

* Same policy as school aged child.

TERMS OF SUBSIDY/BURSARY

* Instruments are kept in good condition
* Child has a minimum of 75% attendance rate to supported activity
* Bursary/subsidy will be initially awarded for one full school year to be reviewed annually.
* HMS reserves the right to alter or remove subsidiary/bursaries having provided 4 weeks’ notice