

Re-imburement Claims Form for GCSE & A level students only:

Academic year Sept 2019 – July 2020

The school will give a 40% subsidy of the relevant fee, quoted below, to GCSE and A Level students who receive their musical/voice tuition either;

- at school (Invoices already show 40% reduction). Do not complete a form.
- at the music centre
- with a specific instrumental/voice teacher suggested by the Head of Music, providing the invoice is submitted to the Finance Office before the end of term and clearly shows the name of the student, teacher, instrument, level, duration and dates of tuition given. Failure to indicate lesson duration will be reimbursed at the lower rate.
- Re-imburements will be made at the end of the tuition period.

Name of Student:	
Year:	
Level of study: Please circle	GCSE A Level
Duration of lesson: Please circle	20 mins (Max re-imburement £61.60) 30 mins (Max re-imburement £92.40)
Please tick below which term is being claimed for:	
Autumn 2019 (Sept 19 – Dec 19)	
Spring 2020 (Jan 20 - Mar 20)	
Summer 2020 (Apr 20 – July 20)	

Name of teacher:	
Copy of invoice must be attached:	Yes

Finance Office use:

Authorisation

<i>Date entered:</i>	<i>Debit Music Service: 27002</i>
<i>Miss S Harvey:</i>	

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