

REMISSION OF INSTRUMENT LEASE FEES: Guidance Notes

Cumbria Music Service offers significantly reduced Instrument Lease Scheme fees if you are in receipt of:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit Universal Credit. If you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please Note: You do not qualify for fee remission if you are in receipt of any working tax credit.

To apply for remission of fees:

- check the reduced payment box on the Instrument Lease Form
- send us your evidence which must be dated within the last 3 months e.g. a benefit document. Evidence for Income-based Jobseekers Allowance must be the full letter and **not** the signing-on card
- proved dated evidence annually to continue remission of fees (photocopies are acceptable). Please let us know if you cease to be eligible for the benefits.

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