



أكاديمية فطر الموسيقى
Qatar Music Academy

عضو في مؤسسة قطر
Member of Qatar Foundation

PRE-UNIVERSITY EDUCATION (PUE)

QATAR MUSIC ACADEMY ADMISSION POLICY AND PROCEDURE

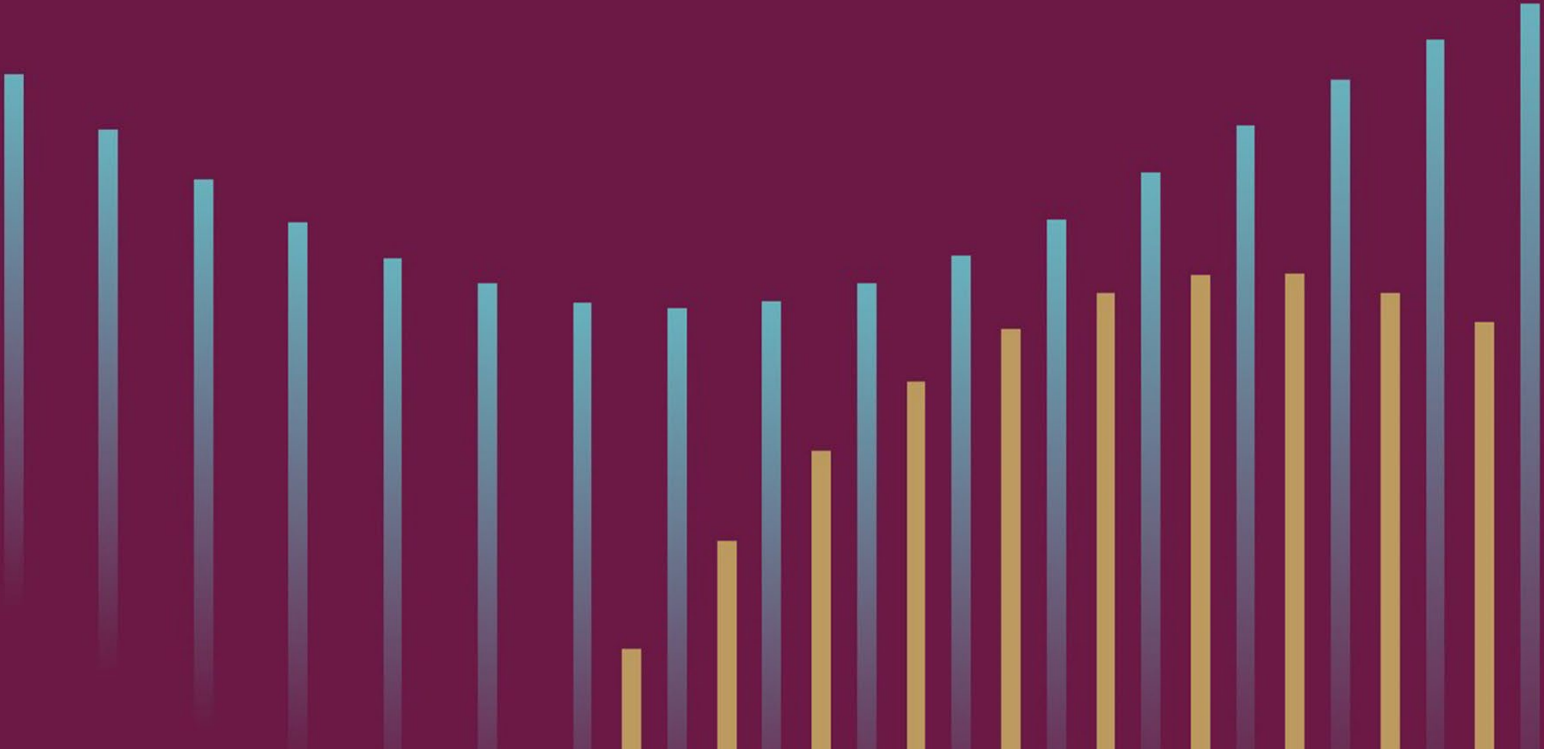


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Title	Admission Policy & Procedure	Code	PUE-QMA-ACD-P&P-001
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1. Purpose

The purpose of this document is to establish the governing principles, requirements, controls, and operational procedures for admission to Qatar Music Academy (QMA) programs and ensembles. It defines eligibility, application requirements, audition processes, aural and performance assessment, acceptance and placement standards, waiting list arrangements, registration requirements, appeals, and document-control expectations.

This document supports transparent, fair, consistent, evidence-based, and professionally accountable admission decisions while recognizing QMA's unique role as a specialized pre-college music institution under Pre-University Education (PUE).

2. Scope

This policy applies to all applicants seeking admission to QMA programs, instrumental or vocal tuition, Arab and Western Music Department pathways, ensembles, choirs, and re-admission routes, including former QMA students whose contracts have been cancelled or who have withdrawn.

This policy applies to parents/guardians, applicants, the Admissions Officer, Heads of Department, Faculty Representatives, audition jury members, ensemble/choir conductors, the QMA Admissions Committee, administrative staff, and all staff involved in admission, audition, assessment, placement, communication, registration, or publication of admission information.

QMA aligns with the overarching PUE Admissions Policy and related PUE admissions procedures where applicable. However, QMA is a specialized music academy; therefore, QMA uses approved music-specific assessment criteria, including aural ability, musical readiness, performance level, age/instrument suitability, program suitability, seat availability, and departmental recommendations. Where there is a conflict, the formally approved QF/PUE document of higher authority prevails.

3. Terms and Abbreviations

Term / Abbreviation	Definition
QF	Qatar Foundation for Education, Science and Community Development.
PUE	Pre-University Education.
QMA	Qatar Music Academy.
WMD	Western Music Department.
AMD	Arab Music Department.
AP	Academic Program.

Term / Abbreviation	Definition
PP	Preparatory Program.
MFA	Music for All Program.
MA	Music Appreciation Program.
FR	Faculty Representative.
HOD	Head of Department.
Admissions Committee	QMA committee responsible for reviewing audition outcomes, available seats, program suitability, instrument placement, waiting list decisions, and admission recommendations.
Aural assessment	Music-specific assessment of pitch, melodic, rhythmic, listening, singing, and musical responsiveness skills.
Performance assessment	Music-specific assessment of prepared repertoire, scales where applicable, sight-reading or equivalent task, technical readiness, musical communication, and level suitability.
Waiting list	A criterion-assessed list of applicants who have met the waiting list threshold but cannot be offered an immediate place due to capacity or instrument availability.

4. Policy and Procedures

4.1 Governance and Review

- 4.1.1 Admission to QMA must be governed through formally approved policy, procedure, audition, assessment, and supporting documents that include document control information, revision history, and the required proposer, reviewer, endorser, and approver details.
- 4.1.2 This document must be reviewed annually using relevant evidence, including admissions data, audition outcomes, waiting list data, parent/applicant feedback, faculty feedback, program capacity, seat availability, retention and progression data, and relevant PUE guidance.
- 4.1.3 All substantive changes affecting eligibility, audition criteria, minimum standards, placement decisions, waiting list rules, applicant rights, or approval authority must be recorded in the Record of Revisions and approved through the required governance pathway before implementation or publication.
- 4.1.4 The approved policy and procedures, or an approved public-facing version, must be made available to applicants and parents/guardians through official QMA communication channels.

4.2 Admission Principles

- 4.2.1 QMA will provide access to specialized and general music education for eligible applicants in Qatar, subject to age suitability, musical readiness, program suitability, instrument suitability, available seats, teacher availability, and approved admission criteria.
- 4.2.2 Applicants must be considered fairly and consistently, irrespective of gender, disability, ethnic origin, nationality, religion, or cultural background, subject to legal residency requirements and QMA's ability to provide appropriate educational support.
- 4.2.3 Applicants with additional needs or disabilities must be considered with appropriate supporting documentation. QMA will consider reasonable adjustments in line with inclusion requirements, safeguarding expectations, student wellbeing, and the specialized nature of instrumental, vocal, ensemble, and performance training.
- 4.2.4 Admission decisions must be based on documented evidence, including application records, audition or assessment results, jury notes, instrument and program recommendations, available seats, admissions committee decisions, and final registration completion.
- 4.2.5 Admission to QMA does not guarantee admission to a specific instrument, program, ensemble, choir, teacher, lesson time, or grade level. Placement is determined through the approved admissions and audition process.

4.3 Eligibility, Programs, and Application Routes

- 4.3.1 Citizens and legal residents of Qatar may apply to QMA, subject to applicable QF/PUE requirements, program criteria, age suitability, seat availability, and completion of the required application process.
- 4.3.2 Applicants may apply for Arab Music or Western Music pathways and may be considered for Music Appreciation, Music for All, Preparatory Program, Academic Program entry routes, and/or ensemble/choir opportunities, as applicable.
- 4.3.3 New candidates, including Music Appreciation students who are or will be 6 years old by September 1 of the admitting academic year, may be considered for MFA or PP entry auditions according to the approved program requirements.
- 4.3.4 Admission to the Academic Program normally requires completion of the Preparatory Program and successful AP entry audition, unless an approved equivalent route is formally authorized.
- 4.3.5 Former QMA students, students seeking re-admission, and students seeking transfer between programs must follow the approved admissions or transfer process and may be required to complete a new audition or assessment.

4.4 Application Submission and Required Information

- 4.4.1 Applications must be submitted through the approved QMA online application route or other authorized admissions system. Applications submitted without required information or applicable fee will not be processed until completed.
- 4.4.2 QMA must provide clear public-facing information about programs, admission periods, audition requirements, fees, waiting list rules, and registration expectations.
- 4.4.3 Applicants must provide the required application details and supporting documents, which may include applicant identification, age/date of birth, school information, contact details, legal residency documents, previous musical experience, instrument preferences, program choice, medical or inclusion information where relevant, and any prior music certification or supporting evidence.
- 4.4.4 Applicants with additional needs or relevant medical, physical, learning, language, or wellbeing considerations should provide supporting documentation so that QMA can determine whether reasonable adjustments or an appropriate placement can be provided.
- 4.4.5 The Admissions Officer must support application completion, maintain application records, coordinate communication with families and school staff, and ensure that admission documentation is retained in the approved system.

4.5 Audition Scheduling and Applicant Communication

- 4.5.1 QMA's online application route may remain open throughout the year. Regular entry auditions normally take place twice per year, in March for the following academic year and in September for the current academic year.
- 4.5.2 Applicants who apply between the first week of September and the first week of March will normally be scheduled for the March audition cycle. Applicants who apply between the second week of March and the last week of August will normally be scheduled for the September audition cycle.
- 4.5.3 In the Arab and Western Music Departments, applications may also be reviewed on a rolling basis. Where a suitable place becomes available, and no suitable candidate is identified from the waiting list, a department may schedule an additional audition outside the regular audition period, using the same approved procedures and criteria.
- 4.5.4 Heads of Department or authorized admissions staff must share audition schedule, audition guidelines, and relevant procedures with applicants or parents/guardians by email at least one week before the scheduled audition date, wherever practicable.
- 4.5.5 Each applicant is normally auditioned and interviewed individually. For applicants under 18, parents/guardians may be invited to observe the audition process to support transparency, provided that they do not interfere with the assessment.

4.6 Audition Jury, Conduct, and Safeguards

- 4.6.1 QMA entry auditions must be conducted by authorized, trained, and qualified QMA teaching staff, which may include Heads of Department, Faculty Representatives, senior faculty members, and designated ensemble/choir conductors.
- 4.6.2 The entry audition jury must normally consist of two senior faculty members and must be chaired or coordinated by a Head of Department or Faculty Representative.
- 4.6.3 Heads of Department are responsible for appointing jury members and organizing audition operations in coordination with Faculty Representatives and the Admissions Officer.
- 4.6.4 No jury member may assess an applicant who is a family member, private student, or person with another conflict of interest. Where a conflict exists, the jury member must be replaced or recused from the assessment.
- 4.6.5 Auditions must be conducted professionally, consistently, and respectfully, with appropriate attention to safeguarding, inclusion, candidate wellbeing, and the age of the applicant.

4.7 Aural Assessment

- 4.7.1 Aural assessment is mandatory for candidates wishing to enroll in one of QMA's instrumental or vocal training programs, unless a specific ensemble/choir-only route is approved.
- 4.7.2 The aural assessment evaluates natural sensitivity to sound, pitch recognition, melodic memory, rhythmic cognition, listening responsiveness, and musical potential.
- 4.7.3 The same core aural assessment procedures must be applied consistently to support equal opportunity, fairness, and accurate evaluation across candidates.
- 4.7.4 The aural assessment may include singing a familiar song, singing single pitches, singing short melodies, and clapping rhythmic patterns demonstrated by the jury.
- 4.7.5 Candidates with no prior musical experience may be evaluated and marked primarily on the basis of aural assessment, musical responsiveness, and learning potential.

4.8 Performance Assessment and Ensemble/Choir Auditions

- 4.8.1 Intermediate and advanced instrumental or vocal candidates may be asked to perform two contrasting pieces, scales where appropriate, and a sight-reading or equivalent task, in addition to completing the aural assessment.
- 4.8.2 Intermediate and advanced candidates must be evaluated according to both aural and performance evidence, including musical readiness, technical level, stylistic suitability, learning potential, and proposed program placement.
- 4.8.3 Candidates applying only for advanced ensemble or choir participation may be auditioned separately by the relevant ensemble or choir conductor and may be assessed primarily

through performance, ensemble readiness, vocal/instrumental suitability, and conductor recommendation.

- 4.8.4 AMD auditions may include department-specific Arab music competencies, including instrument/vocal readiness, intonation, rhythmic understanding, maqam awareness, stylistic suitability, musical memory, improvisation where applicable, ensemble readiness, and learning potential.
- 4.8.5 WMD auditions may include department-specific requirements relevant to Western instrumental or vocal study, including pitch, rhythm, tone, technique, reading readiness, repertoire level, stylistic awareness, and instrumental and vocal suitability.

4.9 Marking, Records, and Minimum Standards

- 4.9.1 The audition jury must complete the approved audition form or equivalent controlled assessment record for each candidate.
- 4.9.2 Candidates' final score must be calculated out of 100 possible marks using the approved marking criteria.
- 4.9.3 A score of 70 out of 100 is the minimum standard normally required for admission to QMA instrumental or vocal training programs, subject to available seats, program suitability, and admissions committee decision.
- 4.10.4 A score of 60 out of 100 or above may qualify a candidate for waiting list consideration where the candidate meets the required standard for potential admission but cannot be offered an immediate place.
- 4.10.5 Responsiveness, confidence, attitude, and communication may be observed and recorded by the jury. These observations should not replace the formal audition score but may support placement decisions, tie-breaking, program suitability judgments, and guidance to parents/guardians.
- 4.10.6 Signed audition forms, jury notes, scores, recommendations, admissions committee records, waiting list records, and offer/decline communications must be documented and retained according to approved QMA/PUE records requirements.

Admissions Committee

4.10 Admission Committee and Decision-Making

- 4.10.1 The QMA Admissions Committee must include Admissions Officer, Heads of Department, and Faculty Representatives. Additional relevant staff may be invited where needed for specific program, instrument, inclusion, or ensemble placement decisions.
- 4.10.2 Heads of Department must collect signed audition marking sheets from jury chairs and prepare candidate lists sorted from highest to lowest score, with relevant instrument choices, program preferences, and jury recommendations.

- 4.10.3 The Admissions Office must provide available-seat information by program, department, faculty, instrument, teacher capacity, ensemble/choir capacity where relevant, and other operational constraints.
- 4.10.4 The Admissions Committee should meet within five working days after the final auditions, wherever practicable, to review candidates based on audition score, instrument preferences, program choice, age suitability, instrument suitability, faculty capacity, and available seats.
- 4.10.5 Final decisions must be evidence-based and documented through an Admission Committee evaluation and approval record or equivalent controlled document.
- 4.10.6 The Director or delegated authority must approve the Admissions Committee's recommendations before offers are communicated.

4.11 Acceptance, Placement, Instrument Offers, and Waiting List

- 4.11.1 Admission offers must be determined according to candidate score, instrument choices, program suitability, age/instrument suitability, available seats, teacher availability, and departmental recommendation.
- 4.11.2 The Admissions Committee must normally consider the following order of priority: candidate final score; first-choice instrument availability; second-choice instrument availability; third-choice instrument availability; program choice; and age/instrument/program suitability.
- 4.11.3 Where a candidate meets the required standard, but no place is available in the requested instrument, QMA may offer an alternative instrument or place the candidate on the waiting list according to the approved criteria.
- 4.11.4 The waiting list is not managed on a first-come, first-served basis. Waiting list priority is determined by audition score, instrument preference, instrument availability, program suitability, and candidate suitability for the available place.
- 4.11.5 Candidates may be contacted from the waiting list during the academic year when a suitable place becomes available. In some cases, an additional audition or physical/instrument suitability check may be required, particularly for wind and string instruments.
- 4.11.6 Candidates who meet admission requirements but cannot be offered a place due to seat limits may be waitlisted for one academic year. Candidates not admitted by the end of the academic year must re-apply and audition for the following year.
- 4.11.7 Candidates who do not meet the approved minimum standard for admission or waiting list consideration will not be placed on the waiting list.
- 4.11.8 Audition results and admission decisions must normally be communicated individually by email within two weeks after the final audition is completed. Candidates must confirm acceptance of QMA's program and instrument offer within one week, unless otherwise stated in the offer communication.

4.12 Registration, Re-admission, Transfers, and Mid-year Commencement

- 4.12.1 Accepted candidates must complete full registration within the deadline stated in the offer communication, normally within two weeks of accepting QMA's offer.
- 4.12.2 A non-refundable reservation fee may be required, where applicable, to secure the offered place. Failure to complete registration, submit required documents, or pay applicable fees by the deadline may result in withdrawal of the offer.
- 4.12.3 Required registration documents, procedures, payment requirements, and final deadlines must be communicated to accepted applicants by email after offer acceptance.
- 4.12.4 Students accepted for mid-year commencement will normally be registered in the Music for All Program unless they demonstrate sufficient musicianship knowledge and program readiness through certification or internal assessment for a higher-level academic route.
- 4.12.5 Former QMA students, withdrawn students, or students whose contracts were cancelled may be required to seek Director approval before re-applying and must follow the approved admissions process unless a documented exception is approved.
- 4.12.6 Transfers between QMA programs must follow the relevant program policy, admission requirements, teacher recommendation, audition/assessment requirements, and approval process.

4.13 Appeals, Complaints, and Data Protection

- 4.13.1 QMA aims to provide transparent and fair assessment and decision-making for all applicants.
- 4.13.2 Applicants or parents/guardians who are dissatisfied with the audition result or final admission decision may submit a written appeal to the QMA Director within one week of receiving the audition result.
- 4.13.3 The Director will review the case in consultation with the Admissions Committee and respond within two weeks, wherever practicable. Appeals should be supported by relevant evidence and should not be used to request a re-mark without grounds.
- 4.13.4 If unresolved, a final appeal may be referred to the relevant PUE Executive Director or approved authority, in line with PUE expectations.
- 4.13.5 Applicant data, audition records, medical or inclusion information, and admissions communications must be handled confidentially and used only for authorized educational, admissions, safeguarding, operational, and governance purposes.

4.14 Communication, Publication, and Document Control

- 4.14.1 Approved changes to admission procedures, audition criteria, waiting list criteria, registration requirements, or appeal routes must be communicated to relevant stakeholders before implementation.

- 4.14.2 The approved Admission Policy and Procedures, or an approved public-facing version containing the relevant applicant and parent information, must be published or made accessible through QMA communication channels, including the QMA website where appropriate.
- 4.14.3 Only approved, current, and controlled versions of this document may be used for official communication, implementation, or publication.
- 4.14.4 Copies other than approved electronic copies published through the official QF/PUE/QMA platform are uncontrolled.

5. References

- QF Governance Manual.
- QF Delegation of Authority Policy.
- Operational Excellence Governance Documentation Management Policy and Procedure.
- PUE Admissions Policy & Guidelines.
- QFS Admissions Procedures Manual.
- QMA Academic Program Policy.
- QMA Preparatory Program Policy.
- QMA Music for All Program Policy.
- QMA Music Appreciation guidance, where applicable.
- QMA Inclusion Policy.
- QMA Assessment Policy.
- QMA Promotion and Retention Policy.
- QMA approved audition forms and admissions records.

6. Appendices

6.1 Appendix 1: Summary of QMA Admission Core Requirements

Area	Requirement	Evidence / Record	Responsible Role
Application	Completed application, required documents, applicable fee	Online application record, documents, fee confirmation	Admissions Officer
Eligibility	Legal residency/citizenship status, age suitability, program/instrument suitability	Application record, ID/residency documents, program criteria	Admissions / HOD
Audition	Aural test and performance test where applicable	Audition form, jury scores, jury comments	Jury / FR / HOD
Decision	Evidence-based Admissions Committee decision	Committee evaluation and approval record	Admissions Committee / Director

Area	Requirement	Evidence / Record	Responsible Role
Offer and Registration	Email offer, confirmation, registration documents, fee/deposit where applicable	Offer email, acceptance response, registration record	Admissions Officer / Finance
Waiting List	Criterion-assessed waiting list where immediate place is unavailable	Waiting list record, score, instrument preferences	Admissions / HOD

6.2 Appendix 2: QMA Admission Timeline and Application Windows

Application Period	Normal Audition Cycle	Notes
First week of September to first week of March	March audition cycle	Normally for the following academic year.
Second week of March to last week of August	September audition cycle	Normally for the current academic year.
During academic year, where space is available	Additional audition may be scheduled	Only when no suitable waiting-list candidate is available and the same approved criteria are applied.

6.3 Appendix 3: QMA Audition Components and Marking Principles

Component	Applicable Candidates	Assessment Focus	Record
Aural Assessment	All instrumental/vocal training applicants unless exempted by approved ensemble/choir route	Pitch, melody, rhythm, listening, singing, musical responsiveness	Audition form
Performance Test	Intermediate/advanced applicants	Prepared pieces, scales where appropriate, sight-reading/equivalent, technique, musicality, level suitability	Audition form
AMD-Specific Evidence	AMD applicants where applicable	Maqam awareness, Arab music style, rhythmic	Audition form / jury notes

Component	Applicable Candidates	Assessment Focus	Record
		understanding, improvisation, musical memory	
Ensemble/Choir Audition	Advanced ensemble/choir-only applicants	Performance readiness, ensemble/vocal suitability, conductor recommendation	Conductor assessment record
Jury Observations	All applicants	Confidence, responsiveness, communication, learning potential	Jury comments

Minimum standard: 70 out of 100 is normally required for admission to instrumental or vocal training programs. A score of 60 or above may qualify for waiting list consideration where no immediate place is available.

6.4 Appendix 4: Audition Form

FULL NAME	Date of Birth	Current School
1st choice of Instrument		Years of experience:
2nd choice of Instrument		Years of experience:
3rd choice of Instrument		Years of experience:
ABRSM Practical exam experience	Yes / No	Grade:
ABRSM Theory exam experience	Yes / No	Grade:

AURAL ASSESSMENT

Pitch

Sing a song ("Happy Birthday" song etc.)	(from 6 years old up to any age)	/15
One Voice (ask minimum 5 examples)	(from 6 years old up to any age)	/15
Two Voices (ask minimum 3 examples)	(from 6 years old up to any age)	/15

Melody

Melody 1: 2/4-time signature / 2 bars long melody / starts and ends with the same tonality (same note)	/15
Melody 2: 2/4-time signature / 2 bars long melody / starts and ends with the same tonality (last note must be third or fifth note of the tonality)	/15
Melody 3: 2/4-time signature / 2 bars long melody / starts with a tonality ends with another tonality. (different note and different tonality)	/15

Rhythm

Rhythm 1: 2/4-time signature, 2 bars long with crochets, quavers and semi-quavers (crochet and quaver rests on strong beats)	/5
Rhythm 2: 2/4-time signature, 2 bars long with crochets, quavers and semi-quavers (crochet rests) / off beats, syncopation	/5

PERFORMANCE TEST (For experienced players) WMD

TOTAL RESULT:

Pieces	Comments	Score
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PERFORMANCE TEST (For experienced players) AMD

TOTAL RESULT:

Pieces	Comments	Score
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JURY'S COMMENTS

Suggested Program	Grade Practical	Grade Theory	Confidence	Responsiveness
PP / MFA			Yes / Fairly / Ins	Yes / Fairly / Ins

_____ Jury member's full name
Signature

6.5 Appendix 5: Admissions Committee Decision Framework

Priority Consideration	Description
1. Final audition score	Candidates are ranked from highest to lowest score.
2. First-choice instrument	Available seats in the requested faculty/instrument are considered first.

Priority Consideration	Description
3. Second-choice instrument	Considered where first-choice placement is not available.
4. Third-choice instrument	Considered where first and second choices are not available.
5. Program choice and suitability	Program placement must match age, level, readiness, and program criteria.
6. Age and instrument suitability	Instrument-specific physical, vocal, developmental, or readiness factors may be considered.
7. Available seats and teacher capacity	Admission cannot be confirmed without available capacity and appropriate teaching provision.

6.6 Appendix 6: Admission Committee Approval Sheet

Committee Meeting Date:

Academic Term / Year:

Decision Options: Accepted | Conditional | Waitlisted | Rejected

No.	Applicant Name	Age	Gender	QID	Audition date	Audition score	Instrument	Program	Final Decision
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

No.	Applicant Name	Age	Gender	QID	Audition date	Audition score	Instrument	Program	Final Decision
17									
18									
19									
20									

Committee Chair (Director): _____ Signature:
Admissions Officer: _____ Signature:
Head of Department: _____ Signature:
Faculty Representative: _____ Signature:

6.7 Appendix 7: Waiting List Principles

Area	Policy Requirement	Notes
Eligibility	Minimum score of 60 out of 100	Only candidates who successfully audition and meet the waiting list threshold may be considered.
Order	Not first-come, first-served	Priority is based on audition score, instrument preference, program suitability, and available seats.
Duration	Valid for one academic year	Candidates not admitted by year-end must re-apply and audition for the following year.
Selection	Candidate may be contacted when a suitable place opens	Additional audition or suitability check may be required for certain instruments.
Non-qualification	Candidates below the waiting list threshold are not placed on the waiting list	They may re-apply in a future admission cycle.

6.8 Appendix 8: Registration and Offer Completion Requirements

Step	Requirement	Responsible Role
Offer communication	Admission decision sent by email, normally within two weeks after final audition	HOD / Admissions

Step	Requirement	Responsible Role
Candidate response	Acceptance of program and instrument offer within one week unless otherwise stated	Parent/Guardian / Applicant
Registration	Full registration completed within stated deadline, normally within two weeks of offer acceptance	Admissions / Parent/Guardian
Reservation fee	Non-refundable reservation fee paid where applicable	Parent/Guardian / Finance
Final confirmation	Place confirmed after registration and payment requirements are completed	Admissions / Finance