

## Music Service, Hackney Learning Trust

### ASSISTED INSTRUMENT PURCHASE SCHEME CONDITIONS

HMRC have provided a concessionary scheme whereby parents can purchase musical instruments for their child and avoid paying the VAT on the purchase.

Hackney Music Service (HMS) participates in this scheme and is happy to help you with purchases where possible. You are advised to consult with your child's instrumental teacher before identifying the instrument and making a purchase.

There are certain conditions imposed by HMRC which have to be met in order for the scheme to operate legally:

- The student must be in full time education in a Hackney School.
- The instrument must be available and used on a regular basis for school and/or borough-wide ensembles. This means that
  - a) The student is receiving tuition in the instrument from one of the HMS Visiting Music Tutor Team at school *or*
  - b) The student is involved with at least one musical ensemble or group at school and/or borough-wide ensemble which is delivered by, or in partnership with, HMS.
- The instrument must be appropriate for the student's needs.
- The instrument must be portable.
- The instrument will be delivered to HMS, and must be collected from HMS unless specific written arrangements have been made otherwise.
- In the case of instruments on approval, or instruments collected from the supplier direct, any damage or loss is entirely the responsibility of the parent.

It is understood by the parent that HMS, in operating the scheme, is simply facilitating the purchase of the instrument between the parent and the supplier. Any dealings or disputes relating to the instrument, post purchase, are the sole responsibility of the parent and not HMS. However, HMS is happy to offer assistance where possible, should the need arise. HMS makes a small charge to support the administration of providing the AIPS service. Please contact HMS for details on the current charge.

**Please note:** HMS can only make purchases from suppliers approved through the London Borough of Hackney's procurement team. Approved suppliers may vary from time to time. Please contact the Music Service for the most up to date list.

Please follow the procedure below for applications using this scheme:

1. Obtain an application form direct from the Hackney Music Service or by downloading it from the website: [www.hackneymusic.co.uk](http://www.hackneymusic.co.uk).
2. The request will be accepted if the above conditions are met and the declaration on the application form has been signed.
3. The completed application form (with payment) is returned to the Music Service (Cheques payable to: **London Borough of Hackney**).
4. HMS orders the instrument.
5. When the instrument arrives at the Music Service, the parent and student will be informed and arrangements for its collection made.

Please address any further enquiries regarding this scheme to the Hackney Music Service: 020 3076 1534 or email [musicservice@learningtrust.co.uk](mailto:musicservice@learningtrust.co.uk).

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### ASSISTED INSTRUMENT PURCHASE SCHEME – *Application form*

*Please complete the form in Black Ink using block Capital Letters.*

#### **STUDENT DETAILS**

Student's Full Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Name of Instrumental Tutor: \_\_\_\_\_

Musical involvement: (e.g. tuition, ensemble): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **INSTRUMENT DETAILS**

Instrument to be purchased: \_\_\_\_\_

Model: \_\_\_\_\_

Cost (ex. VAT): £ \_\_\_\_\_ Admin: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

*Please send a cheque with this form for the agreed cost of the instrument and the administration charge, payable to 'London Borough of Hackney'.*

#### **PARENTS DETAILS**

Parent/Carer's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No.: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

#### **DECLARATION**

I confirm that the purchase of the above instrument complies with the conditions laid down by HMRC, as listed overleaf:

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Office use only: MUSIC SERVICE AUTHORISATION**

Student on roll  Musical Participation  Cheque enclosed  Ordered  Date: / /201\_

Cheque no: \_\_\_\_\_

HoS signature: \_\_\_\_\_ Date: \_\_\_\_\_