

Parent Declaration

I declare that to the best of my knowledge the information given above is correct. I agree to comply with the conditions of the Ealing Music Service Assisted Instrument Purchase Scheme.

11	Signature	
	Date	

For Office Use

12	Price (Excluding VAT)	£
13	Admin Charge	£
14	Total Amount Payable (12+13)	£

Admin fee: £15 for instruments up to £400 / £30 for £401 and above.

EMS Officer

I hereby confirm that the child given in box 6 is;

- *a full-time student at an Ealing state school (box 7)*
- *having lessons with an EMS teacher on school premises on the instrument to be purchased*

15	Signature	
	Date	

EMS Business & Development Manager

16	Signature	
	Date	

Please return this form to:
Ealing Music Service, Dominion Centre & Library,
112 The Green, Southall, UB2 4BQ

Parental Application Procedure

1. Make your choice of instrument and model by asking child's regular tutor. He/she will be the best person to advise on the suitability of model of instrument according to your child's needs.
2. Contact EMS (tel: 020 8843 9121 or email: ealingmusicservice@ealing.gov.uk) asking to use the Assisted Instrument Purchase Scheme. Please provide the following:
 - Details of the instrument required
 - Pupil name
 - Parent contact details.
3. EMS will price the instrument you have requested and provide figures for boxes 12, 13 & 14 of this form.
4. Complete the rest of the form (boxes 1 – 10), signing in box 11.
5. Return the form to EMS together with the cheque for the total amount payable (as stated at box 14), made payable to **London Borough of Ealing**
6. Once the cheque has cleared EMS will place the order for your instrument.
7. On receipt of the instrument, EMS will contact you to arrange a mutually convenient time for collection.

Please note that the transfer of the instrument must take place at Ealing Music Service, Dominion Centre & Library, 112 The Green, Southall, UB2 4BQ in order to comply with HMRC rules.

**Ealing Music Service****Assisted Instrument Purchase Scheme**

How to acquire a musical instrument at discounted rates and free of VAT



Assisted Instrument Purchase Scheme Application Form

- Page One -

1	Parent/Guardian	
2	Address	
3	Phone	
4	Mobile	
5	Email	
6	Name of Child	
7	School Attended	
8	Instrumental Teacher name	
9	Standard Attained	
10	Details of Instrument required. <i>Inc. Type, Make & Model</i>	

What is the Assisted Instrument Purchase Scheme* (AIPS)?

AIPS allows schools and LEAs to purchase instruments on behalf of school aged children free of VAT under the 1994 VAT (Education) Order by HM Customs & Excise (reviewed in September 1994) by the VAT Office. In addition to this Ealing Music Service will also pass on its bulk purchase savings to you.

** Please note that this is our current understanding of HMRC rules and regulations governing the practice of supplying instruments under the Assisted Instrument Purchase Scheme.*

Points to bear in mind:

Contract

Please note that the contracts for instruments acquired under this scheme are between yourself and the supplier and not Ealing Music Service and are subject to the terms and conditions of the Sale of Goods Act 1979. Therefore, any issues that arise after you have received the instrument should be taken up with the supplier directly.

Amounts payable

You will be charged for the instrument excluding VAT. An admin fee will be charged as follows:

- £15 for instruments costing up to £400
- £30 for instruments costing £401 and above

These administrative charges are correct at the time of printing and may increase by inflation each year.

Criteria

- The instrument parents wish to purchase must be new. They may choose their own supplier or request Ealing Music Service to recommend a reputable supplier.
- Pupils must be taught their instrument by an Ealing Music Service Teacher.
- Pupils must attend a state school within the London Borough of Ealing.
- Pupils must be a full-time student.
- The instrument must be appropriate to the pupil's needs and ability.
- The instrument must be portable and acoustic (Drum-kits and pianos and electric keyboards/guitars for example are exempt from this scheme).
- The instrument must change hands at the Ealing Music Service Office, Dominion Centre & Library, 112 The Green, Southall UB2 4BQ.
- The scheme is non-profit making and offered by Ealing Music Service to raise the standards of music education in the London Borough of Ealing.

Please see the Parental Application Procedure on the reverse of this form before attempting to fill in this form.

www.ealingmusicservice.com
020 8843 9121

Please see overleaf for prices and declarations.