

## Parent/Carer Form

Name of Parent/Carer:

.....

Address:

.....

.....

.....

Daytime tel. no.: .....

Name of Child:

.....

School: .....

Child's date of birth: .....

Instrument: .....

Teacher: .....

Have you used the Assisted Instrument Purchase Scheme before? Yes/No  
*delete as appropriate*

If **Yes**, please give details:

Previous instrument purchased .....

Date purchased .....

Please send this form with a cheque made payable to **London Borough of Haringey** to:

**MPAC, Rectory Gardens, Hornsey,  
London, N8 7QN Fax: 020 8352 2250**  
Email: [mpac@haringey.gov.uk](mailto:mpac@haringey.gov.uk)

MPAC use only order no. ....

Signed .....

## Some Commonly Asked Questions

**Q Must the instrument be new?**

A No, it can be second-hand.

**Q Can I buy more than one instrument under the scheme?**

A Yes, provided the qualifying conditions are met (see overleaf).

**Q Is there an upper limit on how much I can spend?**

A No, but the rules of the scheme require that any instrument must be appropriate for the proficiency and ability of the child.

**Q My child has private instrumental lessons. Can we participate in the scheme?**

A You may participate in the scheme if your child uses their instrument in music lessons at a Haringey school or in one of our "Haringey Young Musicians" ensembles.

**Q Can I buy the instrument that I am currently hiring from the Music & Performing Arts Centre?**

A No, these instruments are for hire use only.

**Q Can I buy a piano through this scheme?**

A Sorry, HM Customs & Excise consider pianos to be non-portable. Regulations have recently been relaxed and you can now permitted to buy an electronic keyboard through the Assisted Instrument Purchase Scheme.



# ASSISTED INSTRUMENT PURCHASE SCHEME



**Haringey Council**

Music & Performing Arts Centre  
Rectory Gardens  
Hornsey  
London  
N8 7QN  
Tel: 020 8489 8960  
Fax: 020 8352 2250  
Email: [mpac@haringey.gov.uk](mailto:mpac@haringey.gov.uk)

## What is the Assisted Instrument Purchase Scheme?

The *Assisted Instrument Purchase Scheme* is an arrangement in compliance with current VAT legislation and HM Customs & Excise guidance which allows the purchase of instruments for pupils receiving tuition through Haringey Music & Performing Arts Centre, without paying the current 17.5% VAT costs.

**Any purchases are however, subject to certain conditions.**

### What are the Conditions?

1. The pupil must be receiving regular tuition arranged through Haringey Music & Performing Arts Centre or their school Music department.
2. The pupil must attend a Haringey LEA school or a "Haringey Young Musicians" activity where they use the instrument.
3. The instrument must be portable.
4. The instrument may be new or second-hand and must be collected from the Music & Performing Arts Centre in person by the purchaser.
5. The instrument should be appropriate to the ability of the child.

*The Assisted Instrument Purchase Scheme is operated under current legislation, which may change at any time.*

## How does the scheme operate?

1. You should discuss with your child and your child's instrumental teacher the type of instrument required.
2. **YOU MUST** use this form and get the retailer (or the Music & Performing Arts Centre on their behalf) to complete the appropriate section.
3. You should agree with the chosen retailer (or the Music & Performing Arts Centre on their behalf) a price for the instrument (~~including~~ of VAT).
4. You should then complete the Parent/Carer Form overleaf and send this, together with a payment for the **NET VALUE** of the instrument, to the Music & Performing Arts Centre. Cheques should be made payable to **London Borough of Haringey**.
5. The Music & Performing Arts Centre will then order the instrument for you and contact you when it is ready to be collected.

### **PLEASE NOTE**

The time taken for this process may vary greatly according to conditions beyond our control.

## Retailer Form

*to be completed by the retailer*

Name of Retailer .....

Address .....

.....

.....

Tel. .... Fax. ....

### Instrumental Details:

Instrument .....

Type .....

Make & Model no. ....

New or second-hand .....

Accessories (case etc.) .....

### Price Agreed:

Net £.....

VAT £.....

Gross £.....

All details on this form must be completed before being sent to the Music & Performing Arts Centre.

### **To be completed by the purchaser upon receipt of the instrument**

I acknowledge receipt of the above instrument, collected from Haringey Music & Performing Arts Centre. I understand that, in the event of any fault found, it is my responsibility to pursue this with the retailer and NOT with Haringey Music & Performing Arts Centre. I confirm that my child is receiving lessons through the Centre or using the instrument in Music lessons at a Haringey school.

Name .....

**IN BLOCK CAPITALS**

Signed .....

Date .....

