

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:

**Haringey Music Service, School House,
Hornsey School for Girls, Inderwick Road,
London N8 9JF**

Tel: 020 8489 8960

Email: hms@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 Service?

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 **are** now permitted to buy an electronic keyboard through the Assisted Instrument Purchase Scheme.



**ASSISTED
INSTRUMENT
PURCHASE
SCHEME**



Haringey Music Service
School House
Inderwick Road
London
N8 9JF
Tel: 020 8489 8960

Email: hms@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 Service, 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 Service 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 Service 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 Haringey Music Service on their behalf) to complete the appropriate section.
3. You should agree with the chosen retailer (or the Haringey Music Service on their behalf) a price for the instrument (*inclusive 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 Haringey Music Service. Cheques should be made payable to **London Borough of Haringey**.
5. The Music Service 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 Service

To be completed by the purchaser upon receipt of the instrument

I acknowledge receipt of the above instrument, collected from Haringey Music Service. 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 Service.

I confirm that my child is receiving lessons through the Service or using the instrument in Music lessons at a Haringey school.

Name

IN BLOCK CAPITALS

Signed

Date