

ASSISTED INSTRUMENT PURCHASE SCHEME APPLICATION FORM

The Assisted Instrument Purchase Scheme enables musical instruments to be purchased for children at St Paul's School, in accordance with certain strict conditions, without paying VAT. The conditions of the scheme, and the way in which it operates, are set out overleaf.

If you would like to purchase a musical instrument under this scheme, please complete this form, sign it and arrange for your child's instrument teacher to sign it, and hand it into the School Office along with a cheque for the net value of the instrument, excluding VAT, plus a small administration fee of £10, made payable to 'St Paul's School Fund'. The School will inform you when the instrument is ready for collection.

Child's name:.....Class:.....

Parent's name:.....

Daytime tel. no:.....

Address:.....

.....

Instrument:..... Price : £.....
(exc VAT)

Make: VAT: £.....

Model:..... Full price: £.....
(inc VAT)

Retailer:.....

Retailer's address:.....

.....

Retailer's tel. no:.....

A. Parents: I confirm I would like St Paul’s School to purchase the above instrument from the above retailer on my behalf under the Assisted Instrument Purchase Scheme. I confirm the purchase meets the conditions of the Scheme (set out below). I confirm that if for any reason the purchase is found not to meet the conditions of the Scheme, I will reimburse

St Paul’s School the value of any VAT not reclaimable on the purchase. I understand the administration fee of £10 is not refundable. I agree that any damage or loss to the instrument whether occurring before purchase, if the instrument is held on approval, or after is my responsibility and not that of St Paul’s School. (Parents are advised to consider taking out appropriate insurance for the instrument.)

Parent’s signature:.....Date:.....

B. Instrumental teacher: I confirm the above instrument is appropriate for.....

..... [child’s name], given his/her level and ability. I confirm he/she receives lessons through Surrey Arts or is a member of a Surrey Arts ensemble [delete this sentence if not applicable, in which case the School Office will arrange for C. (below) to be signed by a member of St Paul’s School staff].

Teacher’s signature:..... Date:.....

C. On behalf of St Paul’s School: I confirm that [child’s name] is a member of the St Paul’s School orchestra [required if your child does not receive lessons via Surrey Arts and is not a member of a Surrey Arts ensemble].

Staff signature:..... Date:.....

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Conditions of the Assisted Instrument Purchase Scheme:

- a. The pupil must receive local authority tuition on their chosen musical instrument – ‘tuition’ includes lessons provided by Surrey Arts or membership of the St Paul’s School orchestra or a Surrey Arts ensemble.
- b. The instrument must be portable (ie the scheme does not apply to pianos or drums).
- c. The instrument must be appropriate to the ability of the pupil.
- d. The instrument must be handed over to the pupil in a teaching room at St Paul’s School.

How the Scheme works:

- 1. Discuss the type of instrument required with your child and your child’s teacher.
- 2. Select a retailer and instrument and agree a price. The instrument may be new or second-hand.
- 3. Complete and sign **A.** (above); arrange for your child’s instrument teacher to sign **B.**
- 4. Hand the form to the School Office along with a cheque made payable to ‘St Paul’s School Fund’ for the net price of the instrument, excluding VAT. The School Office will arrange the signing of **C.** if appropriate.
- 5. St Paul’s School will order the instrument for you and take delivery of it. The School will contact you to tell you when it is available for your child to collect it.