

# Application for the Assisted Instrument Purchase Scheme under VAT GB 7825 v1.0



The Assisted Instrument Purchase Scheme (AIPS) enables pupils of local authority and academy schools to purchase musical instruments through their school net of VAT providing the sale to the pupil meets the criteria below:

- The instrument or item must be sold to the local authority or school and then supplied onto the pupil or their guardian;
- The pupil must be receiving state education;
- The instrument must be used as part of their **musical tuition**;
- The instrument must be appropriate to the pupil's needs; and
- The price charged to the pupil for the purchase of the instrument must be at or below cost.

Payment will need to be made to the Trust before the instrument can be purchased. Bank details can be requested when the form is submitted to the finance department.

### Section 1 - Purchaser Details:

Name of School:		Name of Pupil:	
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### Section 2 - Instrument Details:

Make:		Model	
Cost: (Excluding VAT)		Quote attached:	

### Section 3 - Supplier name:

Name:			
Address:			
Quote Attached:	Yes	No	

### Section 4 – Declarations:

- I can confirm that the instrument will be used in accordance with the criteria above
- I can confirm I have attached an official quote from the supplier for the instrument
- Please answer the following questions:
 

▪ Will the instrument be brought into school weekly?	Yes	No
▪ Curriculum study?	Yes	No
▪ School Music Ensemble?	Yes	No
- I will get this form signed by the Head of Music at the appropriate school to confirm that this application meets all the criteria laid down in the scheme conditions that the details above are correct, and tuition on the instrument is being provided by the school.

Parent Signature \_\_\_\_\_  
 Parent Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Head of Music Signature: \_\_\_\_\_  
 Head of Music Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

### Finance Use Only:

Payment Received:

Amount:	
Date:	
Nominal Code:	/ /

PO Number:	
Date:	