



## Lockyer's Middle School

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Headteacher: Mr Mark Legge B.Ed (Hons) NPQH

### Assisted Instrument Purchase Scheme (AIPS)

#### APPLICATION FORM

#### PERSONAL DETAILS

<b>Parent/Carer:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone (Home):</b>	<b>Telephone (Mobile):</b>
<b>Pupil Name:</b>	<b>Tutor Group:</b>
<b>Music Tutor:</b>	

#### INSTRUMENT

<b>Make:</b>
<b>Model:</b>
<b>Supplier Name &amp; Address:</b>

#### FOR OFFICE USE ONLY

<b>Parentpay:</b>	£
<b>Cheque:</b>	£
<b>Instrument Ordered (date):</b>	
<b>Order Number:</b>	
<b>Received (date):</b>	
<b>Invoice Paid (date):</b>	
<b>Student Received Instrument (Date):</b>	

I wish to purchase the above instrument using one of the above payment methods, and I understand that full payment will be made before the instrument can be collected.

Once purchased any instrument queries should be made directly with the supplier.

**Parent/Carer Signature:** \_\_\_\_\_

**Parent/Carer Name (printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **The Assisted Instrument Purchase Scheme (AIPS)**

### **What is it?**

This is a scheme that allows parents/carers to buy musical instruments without paying VAT, which is a saving of 20%. This is applicable to schools that are funded through the Local Education Authority (LEA) and are therefore allowed to reclaim the VAT paid on instruments.

### **How the Scheme Works**

Lockyer's Middle School is part of this scheme and can, therefore, offer the discount.

All you need to do is complete an application form and return it to the school along with payment (not forgetting to exclude the VAT) to be processed.

We will then send the request to our AIPS music supplier who will fulfil the order and deliver the instrument to school. Once payment has been received, parents/carers can collect the instrument from us and the instrument becomes the property of the pupil.

The invoice will show the total cost including the VAT but this is so that the school are able to claim back the VAT.

### **Conditions**

To qualify for the VAT free instrument:

- The pupil must be attending Lockyer's Middle School
- The pupil must be receiving music tuition for the instrument from one of the visiting Dorset Music Service tutors or other professional music teacher
- The instrument must be suitable for the pupil's needs
- The instrument must be portable
- Lockyer's Middle School must place the order for the instrument and payment must be received before it is then collected by the parents/carers.