

PARENT/CARER FORM

Name of Parent/Carer

Address

Tel.No (home).....

Tel No (mobile)

Name of Pupil:

School:

Child's Age:

Instrument:

EASS Tutor:

Have you used the AIP Scheme before? **Yes / No**

If yes, please give details:

Previous Instrument purchased

Date purchased

Net value of instrument

(as on Retailer Form overleaf) £

I understand that, in the event of any fault found with the instrument purchased, it is my responsibility to pursue this with the supplying retailer NOT with EASS. I confirm that my child is receiving instrumental tuition through the EASS scheme.

I enclose a cheque for £ payable to Enfield Council.

If you wish to make the payment by credit or debit card, please tick this box and we will telephone you to ask for your card details.

If you wish to pay by cash, you should bring this to the EASS office (9am-5pm Mondays-Fridays, term-time only).

Parent/Carer Signature

Date

Please send this form to:

**EASS Office, Harmony House,
63 Nightingale Rd, Edmonton, London N9 8AJ**

FREQUENTLY 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 all the qualifying conditions are met.*
- 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. Any proposed purchases should be discussed with your child's Instrumental tutor.*
- Q My child attends an EASS Activity but does not receive tuition through the EASS. Can we participate in the scheme?**
A *No, sorry. It is not possible for EASS to arrange the purchase of an instrument in these circumstances.*
- Q Can I buy the instrument that I am currently hiring from EASS?**
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.*



*making music
make a difference*

ASSISTED INSTRUMENT PURCHASE SCHEME

ENFIELD ARTS SUPPORT SERVICE
Harmony House
63 Nightingale Road
Edmonton
London N9 8AJ

Telephone: 020 8807 8881
Fax: 020 8351 1090

email:
info@enfieldartssupportservice.org.uk



WHAT IS THE ASSISTED INSTRUMENT PURCHASE SCHEME?

The AIPS is an arrangement in compliance with current VAT legislation and HM Customs and Excise guidance which allows the purchase of musical instruments to pupils receiving instrumental tuition through the EASS scheme without paying the VAT costs.

Any purchased are however, subject to certain conditions.

WHAT ARE THE CONDITIONS?

1. The pupil must be receiving regular tuition from EASS.
2. The pupil must attend a London Borough of Enfield LEA School
3. The instrument must be taken to school at least once a week and used as part of the school curriculum.
4. The instrument must be portable.
5. The instrument may be new or second-hand and must be collected from the EASS Office in person by the purchaser.
6. The instrument should be appropriate to the proficiency and ability of the pupil.

The AIP 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 EASS instrumental tutor the type and most appropriate instrument required.
2. You should take this brochure with you when you visit retailers.
3. You should agree with the chosen retailer a price for the instrument (**inclusive** of VAT).
4. The retailer should complete the attached Retailer Form.
5. You should then complete the Parent/Carer Form (see over page) and send the form together with a cheque *payable to Enfield Council* for the **NET VALUE** of the instrument to:

The EASS Office (AIPS)
Harmony House, 63 Nightingale Road,
Edmonton, London N9 8AJ
6. Once payment has been cleared, EASS will then order the instrument from your chosen retailer and contact you when the instrument is ready for collection.

EASS will endeavour to supply the instrument as soon as possible. If paying by cheque EASS is required to wait for cheque clearance **before** placing your order and this may take 3 to 4 weeks. If you wish to pay by credit/debit card or cash, please see note overleaf.

If an instrument is required before the end of a particular term, application must be made to EASS at least 4 weeks before the end of that term.

RETAILER FORM

TO BE COMPLETED BY
THE RETAILER

Name of Retailer:
Address:

Tel No: Fax No:

Instrument Details

Instrument:
Type (if applicable):
Make & Model No (if applicable):

New or second hand:
Accessories (eg, case):

Price Agreed:

Net:
VAT:
Gross:

All details on this form must be completed **before** being sent to the EASS office.

For EASS office use only

Official Order no:
EASS Authorised Signatory

To be completed by the purchaser upon receipt of the instrument.

I acknowledge receipt of the above instrument collected from the EASS office.

Name **IN BLOCK CAPITALS**:
.....

Signature:

Date: