



NORTHUMBERLAND COUNTY MUSIC SERVICE

ASSISTED PURCHASE SCHEME – Application Form

Please return completed form to:
Northumberland County Music Service
Pont House, c/o County Hall
Morpeth, Northumberland NE61 2EF

PART 1 - TO BE COMPLETED BY (PARENT/GUARDIAN)

Please complete in BLOCK CAPITALS

Full Name (Parent/Guardian)

Address

Post Code

Telephone

Name of Child

Attending School

School Address

Post Code

Telephone

Name of Instrument Teacher

Instrument Required (eg Clarinet, Trumpet, Violin)

Make

Model

Cost excluding VAT £

VAT £

Total cost (net cost plus £10.00 administration fee) £

Suppliers name and address

Telephone

Anticipated delivery date

I enclose a cheque for £

payable to Northumberland County Council

Parent/Guardian Signature

Date

PART 2 - TO BE SIGNED BY HEADTEACHER

DECLARATION

The child named above fulfils the criteria laid down by Northumberland Music Service and is eligible to purchase an instrument.

Headteacher's Signature

Date

PART 3 - TO BE COMPLETED BY NORTHUMBERLAND MUSIC SERVICE

FOR OFFICE USE ONLY

Cheque received and banked

Date

Amount

Initials

Cheque Cleared

Date

Initials

Instrument Ordered

Date

Order Number

Certified as approved

Head of Service

PLEASE NOTE: APPLICATIONS - Headteachers, or their authorised representatives will be responsible for ensuring that the application form is completed at parts 1 and 2 by the appropriate person. Completed forms should be forwarded to The Music Service, Hepscoot Park, prior to any further action being taken. The scheme will be administered jointly by the VAT Liaison Officer and Northumberland County Music Service. Any disputes or disagreements arising from any applications will be dealt with by these persons or their representatives.



NORTHUMBERLAND COUNTY MUSIC SERVICE

Musical Instrument Assisted Purchase Scheme

The aim of the scheme is to enable the pupils attending schools within Northumberland to purchase musical instruments that are essential to the furtherance of their musical studies at the most advantageous price. This can be achieved by a concession which enables the Local Authority to recover the VAT on such instruments and to sell the instrument free of VAT to the pupil. This will reduce the cost of the instrument by a significant amount.

HM Customs & Excise have laid down certain conditions to avoid abuse of the scheme, and have stated that certain controls must be exercised. This means that all applications under the scheme must be approved by the County Treasurer's Department.

Who is eligible?

Children receiving instrumental lessons from County Music Service staff in Local Education Authority Maintained Schools.

Who might benefit from the scheme?

A child for whom a Music Service instrument is not available;

A child who has to return a Music Service instrument after the initial hire period;

A child at a more advanced level in need of a higher quality instrument.

Who runs the scheme?

The Assisted Instrument Purchase Scheme is run by Northumberland Music Service. An administration charge of £10.00 is payable for each purchase.

How does a pupil qualify for the scheme?

- The pupil must be in full-time education at a Local Education Authority Maintained School.
- The child must be receiving tuition within the Music Service Instrumental Teaching scheme by a Music Service Instrumental Teacher.
- The instrument must be suitable for the child's needs, for example, a beginner string player would probably be advised not to purchase a professional standard violin due to the risk of accidental damage whilst in transit to and from school.

What other conditions must be met?

- The instrument must be required as part of normal curricular studies and these studies are expected to continue for a minimum of 2 terms OR if the pupil is in year 10 or above, the instrument should be used weekly in a school orchestra or ensemble.
- The instrument must be handed over from the school to the child in a teaching room.

- The instrument must be 'portable', produced in school regularly (at least once a week) and used in studies that form part of the normal school curriculum.

NB. Drum kits, pianos and full size electronic keyboards are not regarded as portable, where as a double bass is.

How exactly do parents go about making a purchase?

- 1 Talk to your son/daughter and discuss the proposed purchase of the instrument with your school Music teacher and Music Service Instrumental Teacher.
- 2 After this discussion, take the opportunity to go to a reputable retailer and try out suitable instruments.
- 3 Before completing the application form obtain from the retailer the exact details and price of the instrument as needed for the application form.
- 4 After you have done this, complete all sections of the application form.
- 5 The completed form must then be signed by the school's headteacher and returned to you.
- 6 Send your completed form and cheque (made payable to Northumberland County Council, for the agreed purchase price) to the Northumberland Music service.
- 7 Northumberland Music Service will contact the retailer who will arrange with parents for the instrument to be handed over on school premises.

Applications

Headteachers, or their authorised representatives will be responsible for ensuring that the application form is completed at parts 1 and 2 by the appropriate person. Completed forms should be forwarded to: **The Music Service, Education Development Centre, Hepscott Park, Stannington, Morpeth Northumberland NE61 6NF** prior to any further action being taken.

The scheme will be administered jointly by the VAT Liaison Officer and Northumberland Music Service. Any disputes or disagreements arising from any applications will be dealt with by these persons or their representatives.

For further details please contact:
Mr T Snowdon, Head of Music Service
 Northumberland County Music Service
 Pont House, c/o County Hall
 Morpeth, Northumberland NE61 2EF
 Tel: 01670 533571 Fax: 01670 533591