

# TOWNLEY GRAMMAR SCHOOL

## ASSISTED INSTRUMENT PURCHASE SCHEME

### What is the Assisted Instrument Purchase Scheme?

The Assisted Instrument Purchase Scheme is an arrangement in compliance with current VAT legislation and HM Customs & Excise guidance which allows the purchase of instruments for pupils receiving tuition through Townley Grammar School, without paying the current 17.5% VAT costs.

***Any purchases are however, subject to certain conditions.***

### What are the Conditions?

1. The pupil must attend Townley Grammar School.
2. The pupil must be receiving regular tuition arranged through Townley Grammar School. Please note that the pupil should therefore also be attending and contributing to appropriate school musical ensembles.
3. The instrument must be taken to school at least once a week and used in music lessons and ensembles.
4. The instrument must be portable (this therefore excludes pianos, see below).
5. The instrument may be new or second-hand and must be collected from Townley Grammar School in person by the purchaser.
6. The instrument should be appropriate to the ability of the child.

*The Assisted Instrument Purchase 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 instrumental teacher the type of instrument required.
2. YOU MUST use this form and get the retailer (or TGS on their behalf) to complete the appropriate section.
3. You should agree with the chosen retailer (or TGS on their behalf) a price for the instrument (***inclusive of VAT***).
4. You should then complete the Parent/Carer Form and send this, together with a payment for the **NET VALUE** of the instrument, the School. Cheques should be made payable to Townley Grammar School.
5. TGS will then order the instrument for you and contact you when it is ready to be collected.

### PLEASE NOTE

The time taken for this process may vary greatly and could be up to four weeks.



### Some Commonly 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.

**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 may be discussed with your child's instrumental tutor.

**Q Can I buy a piano through this scheme?**

A Sorry, HM Customs & Excise consider pianos to be non-portable.

# ASSISTED INSTRUMENT PURCHASE SCHEME

## Retailer Form

*To be completed by the retailer*

Name of Retailer .....

Address .....

Tel .....

Fax .....

### Instrumental Details:

Instrument .....

Type .....

Make & Model no. ....

New or second-hand .....

Accessories (case etc.) .....

### Price Agreed:

Net £ .....

VAT £ .....

Gross £ .....

All details on this form must be completed before being sent to Townley Grammar School.

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### **To be completed by the purchaser upon receipt of the instrument**

I acknowledge receipt of the above instrument, collected from Townley Grammar School. I understand that, in the event of any fault found, it is my responsibility to pursue this with the retailer and NOT with Townley Grammar School. I confirm that my child is receiving lessons through the school.

Name .....

(IN BLOCK CAPITALS)

Signed .....

Date .....

## Parent/Carer Form

Name of Parent/Carer .....

Address .....

Daytime tel. no. ....

Name of Child .....

School **Townley Grammar School** .....

Child's date of birth .....

Instrument .....

Teacher .....

Have you used the Assisted Instrument Purchase Scheme before?

Yes / No

*delete as appropriate*

If **Yes**, please give details  
Previous instrument purchased .....

Date purchased .....

Please send this form with a cheque made payable to Townley Grammar School to:

Mr M Suranyi  
Department of Music  
Townley Grammar School  
Townley Road  
Bexleyheath  
Kent  
DA6 7AB

**Fax** 020 8298 7421    **Tel** 0208 304 8311