



To the Dealer

This scheme has been approved by Croydon Council and HM Customs and Excise VAT Office (Croydon). It enables pupils to purchase instruments without paying VAT when the instrument is to be used as part of that pupil's schooling.

- After Croydon Music and Arts has received the application form from the parent you will be sent an official order which is also a guarantee of payment.
- Please send your invoice to CMA which should show the VAT payable
- The parent is asked to liaise with you concerning the collection of the instrument.

I agree to supply the above instrument under the scheme

Dealer signature
and official stamp

Date.....

IMPORTANT

The Instrumental Assisted Purchase Scheme is available only to pupils who have at least two or more terms of full-time education to complete and must

Either

Be taught by a teacher currently employed via CMA (not by the school or on a private basis)

Or

Attend regularly a CMA organised activity (orchestra, band etc.)

Instrumental Assisted Purchase Scheme



Croydon Music and Arts
Oasis Academy Shirley Park
Shirley Road
Croydon
Surrey CR9 7AL

Tel: 020 8681 0909 Fax: 020 8654 7024
Email: musicandarts.education@croydon.gov.uk
Web: croydonmusicandarts.co.uk

PLEASE READ THE FOLLOWING NOTES CAREFULLY TO SEE IF YOU SATISFY THE CONDITIONS

The Instrumental Assisted Purchase Scheme assists parents and students by waiving VAT when purchasing instruments. In order to qualify, students must have at least two more terms of full-time education to complete and must:

Either

Be taught by a teacher currently employed via CMA (not by the school or on a private basis)

Or

Regularly attend a CMA organised activity (orchestra, band etc.)

Instrument: The instrument **must be used in the CMA lesson or ensemble at least on a weekly basis** one which will be taken to school/college on at least a weekly basis. Large non-portable instruments such as pianos (but not portable digital keyboards) and drum kits are exempt from the scheme.

You are advised to consult the instrumental teacher before buying an instrument, and to take their comments into account.

Dealer: The instrument may be purchased from any dealer provided they agree to the conditions set out on the back page.

An administration charge of £10 is applied for this service

Process:

- Contact a dealer who agrees to participate in Croydon Music and Arts' IAPS scheme
- Take or send the completed form to the dealer for a signature
- Send the form and a cheque made payable to London Borough of Croydon to CMA for the correct amount (including the £10 administration charge).
- CMA will send an official order form to the dealer. You will be sent a copy of the order after which you may contact the dealer to arrange collection of the instrument.

**Croydon Music and Arts
Instrumental Assisted Purchase Scheme**

APPLICATION FORM: PLEASE PRINT DETAILS CLEARLY

Pupil's name..... Date of Birth.....
School.....
CMA Activity.....
Home Address.....
..... Post Code.....
Telephone..... Mobile.....
Name of CMA Instrumental Teacher.....

DETAILS OF INSTRUMENT SELECTED

Instrument..... Make.....
Model..... Price (ex-VAT)

Retailer's name.....
Retailer's Address.....
..... Post Code.....
Telephone.....

I would like to buy the instrument described above using the Croydon Music and Arts Instrumental Assisted Purchase Scheme

I enclose a cheque for the total amount made payable to London Borough of Croydon for:

The agreed price of the instrument (excluding VAT)	£
Administration charge	<u>£10.00</u>
Total	£ <u> </u>

Signed.....Date.....
(Parent/guardian)

Name (please print).....

Please return this form to:
Croydon Music and Arts (IAPS)
Oasis Academy Shirley Park
Shirley Road
Croydon
Surrey CR9 7AL