GRAVENEY SCHOOL

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ASSISTED INSTRUMENT PURCHASE SCHEME

HMRC have provided a concessionary scheme whereby parents can purchase musical instruments for their child and obtain VAT relief on the purchase.

Most music shops will advise you of their arrangements and encourage you to use the scheme. We would advise you to consult with your child's instrumental teacher before making a purchase.

You will be charged the net cost (minus VAT), plus an additional £15 (or 1.6% of the net cost over £1000) to cover our transaction and administration costs.

There are certain conditions imposed by HMRC, *all* of which have to be met in order for the scheme to operate legally:

- The student must be in full time education at Graveney School.
- The student must be receiving tuition for the instrument at school.
- The instrument must be used on a regular basis at school. This means that:
  - the student is studying music at GCSE or A level; *and/or*
  - the student is involved with at least one musical ensemble
- The instrument must be appropriate for the student's needs.
- The instrument must be portable.
- The instrument will be delivered to school, and must be collected. In the case of instruments on approval, any damage or loss is entirely the responsibility of the parent/guardian.

Please follow the procedure below for applications using this scheme:

1. Request for the purchase is made by email to the Head of Music, Ms C. King, who will then issue an application form.
2. The completed application form is returned to the Music Department at Graveney School.
3. The request will be accepted if the above conditions are met and the declaration on the application form has been signed.
4. A payment item will be added to the student's Parentpay account and is paid by the parent/guardian.
5. The Music Department orders the instrument.
6. When the instrument arrives in school, it is delivered to the Music Department and will be collected by the student.

Please address any further enquiries to the Head of Music, Ms C. King, at cking@graveney.org.

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Application Form

Student Details

Student name _____

Parent/guardian name _____

Address _____

Musical involvement _____

Instrumental teacher _____

Instrument Details

Make and model _____

Supplier name _____

Address _____

Tel no. _____

Total cost _____

Net cost (exc. VAT) _____

VAT at 20% _____

(Please attach quote from supplier)

Declaration

I understand I will asked to pay the school via Parentpay for this instrument under this scheme without the VAT, plus an administration fee of £15.00 (or 1.6% over £1000).

I confirm that the purchase of the above musical instrument complies with the conditions laid down by the VAT authorities, as listed overleaf.

Parent/guardian signature _____ Date _____

Please return this form by email to cking@graveney.org

Head of Music Authorisation

Student on roll ☐ Student participating ☐ Payment made ☐

Signature _____ Date _____