



**Application for Instrument purchase
via the Assisted Purchase Scheme (AIPS)**

Students that receive instrumental tuition at a Local Authority school are eligible to buy instruments using the Forsyth Assisted Purchase Scheme. This enables students to buy the instrument via their school and without paying the VAT.

To purchase an instrument please fill out the form below and hand it to the relevant teacher at the school. You will be required to pay the school directly for the instrument.

Pupil's Name		
Parent's/ Guardian's Name & Signature		
Address		
	Postcode:	
Phone number		
Email address		
School Name		
Music Teacher's name		
Instrument required	Instrument	
	Make	
	Model	
If you are purchasing an instrument that you have on hire please fill out this section	Invoice reference (starting CH): Instrument stock number: Date of hire: Amount paid for hire:	
Assisted Purchase Scheme Price (ex VAT)		
Date Instrument Required		

Notes for the School:

Please place an official order for the above instrument and post/email/fax it to Forsyth at the address below. Please specify whether you would like to have the instrument delivered or whether you would like to collect it.

Information about the Assisted Purchase Scheme (APS)

The Assisted Purchase scheme enables pupils attending Local Authority Schools to purchase instruments free from VAT. Forsyths are pleased to provide further discounted prices to schools and Education services as an additional benefit with the APS.

Education provided by local authorities is treated as a non-business activity and as such falls outside the scope of value added tax (VAT).

The Assisted Instrument Purchase Scheme exists due to a special arrangement between Local Authority Schools and HM Customs and Excise. Sales in classes of goods, which are incidental to the provision of education, such as musical instruments, fall within the parameters of this arrangement. The scheme enables pupils at Local Authority Schools who are receiving musical tuition at school to purchase instruments without paying VAT.

Under the arrangement, following a request from a parent or guardian the instrument is obtained from a retailer in the normal way. However the purchase of it is in effect made by the school. This enables the school to recover the VAT element under section 33 of the VAT Act, 1994 and because resale to the pupil is a part of its non-business activity it is not required to charge VAT to pupils.

All transactions made under this special arrangement are of course subject to strict rules and open to scrutiny by the authorities.

- The scheme operates only in LEA controlled schools. (The scheme is not available in sixth form colleges and independent schools or for students who have moved on to university or music college).
- HM Customs and Excise devise the regulations concerning VAT relief and the Music Service and schools must operate in accordance with their framework.
- To qualify for VAT relief, the instrument should be portable and taken to school on a regular, weekly basis for use during lessons.
- The school must place the order for the instrument and accept delivery of it. If the parent accepts supply of the instrument in a shop or pays any money to the retailer, the school will be unable to arrange VAT relief.
- The supplier must be registered for VAT (Forsyth Brothers Limited is registered for VAT (No. GB 145 4970 51)).
- The transaction between the parent and the school must take place on school premises in a room that is normally used for teaching.
- The instrument must only be of a necessary quality for the particular student, i.e. a beginner pupil would not be allowed to buy a professional quality instrument.

Further information on the scheme is available from HM Customs and Excise in the VAT guidance note *Notice 701/30 Education and Vocational Training (January 2002)* which is also available via their website:

<http://www.hmce.gov.uk/forms/notices/701-30.htm>