

Assisted Instrument Purchase Scheme

Owning your own instrument is an important step for pupils who are committed to learning a musical instrument and are making progress beyond the initial stages.

The Assisted Instrument Purchase Scheme (AIPS) enables pupils who are having regular (weekly) tuition with Slough Music Service (SMS) to purchase musical instruments without paying VAT. There are several criteria to the scheme, but if these are met, the process is quick and straightforward.

Criteria

- **The pupil must be attending an activity with Slough Music Service on a regular basis.**
This means weekly instrumental lessons, music centres or ensembles. If you are unsure if you qualify, please contact the music service.
- **The student must be in full time education.**
- **The instrument must be appropriate for the student's needs.**
This means the instrument must be of an appropriate quality for the standard of the pupil, and must be appropriate to the tuition/activity the pupil is attending (eg if the pupil is having violin lessons you could not use the scheme to buy a trumpet).
- **The instrument must be portable.**
The instrument must be taken to the activity you attend with us each week. Non-portable instruments (eg pianos) cannot be purchased under this scheme.
- **The instrument must be handed to the pupil by us on educational premises**
You cannot take the instrument home from the retailer when you visit them or order it yourself.

Procedure

1. **Complete your and the pupil's details in section 1 of the application form**
2. **Ask your instrument teacher to complete section 2; details of the instrument you should purchase.**
If you are unable to ask your teacher first, this can be done by the retailer. However, you should only rely on the advice of a specialist instrument retailer.
3. **Either visit or telephone a specialist instrument retailer**
Inform them you are making a purchase under the AIPS scheme, check they stock the instrument and how much the instrument will cost, plus any other charges such as delivery. Ask them to complete section 3 of the application form. If you phone a retailer or use an internet retailer, the parent/carer can complete this section but you must include all the information available.
4. **The parent/carer should send the form to SMS, enclosing full payment (ex VAT).**
Payment should be made by cheque or postal order (do not send cash by post). Remember to pay the full amount EXCLUDING VAT, as shown on the retailers section of the form
5. **SMS will purchase the instrument from the retailer, and deliver to the pupil.**
Please note this can take up to 28 days, longer if the instrument you have selected is not in stock, as we have to wait for cheques to clear and the instrument to be delivered.

If you need advice about finding a suitable and reputable retailer, please ask your instrument teacher or the music service. SMS reserves the right to substitute retailers if we believe it is in everyone's interest to do so. If this means you will have to pay more, we will inform you first. There are many good high street and online retailers, but it is essential to use a reputable one; general high street retailers and internet auction sites who also sell instruments should not be used.

APPLICATION FORM

Please complete in black ink using block capital letters

The parent/carer should complete this section first

SECTION 1 - PERSONAL DETAILS. To be completed by the parent/carer	
Parent/Carer name:	Address:
Pupil name:	
School attended:	
Phone no:	
Email:	
LESSON / ACTIVITY DETAILS	
Where are you having lessons/attending ensembles with Slough Music Service:	
Name of instrumental teacher/ensemble leader:	

Now take this form to your instrument teacher to complete the next section

SECTION 2 - INSTRUMENT DETAILS. To be completed by the instrumental teacher It is essential to give exact and comprehensive information. If the wrong instrument is ordered because the details here are unclear, SMS cannot rectify the matter afterwards.		
Instrument:	Make:	Model:
Other details: (size, accessories etc)		

The teacher should return this form to the parent/carer who should then contact (phone or visit) a recommended retailer, discuss the order and complete the next section

SECTION 3 - RETAILER DETAILS. To be completed by the retailer or parent/carer	
Name of retailer:	Address:
Phone No:	
Name of contact/reference number (if any):	
Total cost of order, including delivery and any other charges (excluding VAT): (this is the amount you will need to send to us with this application form)	£

The parent/carer should now return this form to Slough Music Service, enclosing a cheque or postal order (do not send cash by post) made payable to *Slough Borough Council*, for the 'Total cost of order (ex VAT)' amount detailed above.

We will make the necessary arrangements with the retailer and contact the parent/carer when the instrument is ready. Please note this can take up to 28 days as we need to allow time for cheques to clear and the instrument to be delivered.

Slough Music Service acts solely as an intermediary for the purchase of the instrument. All communications and queries (warranty, faults, damage etc) should be directed to the retailer not the music service.

Parent/Carer signature: Date: