THE KING'S ACADEMY
Emmanuel Schools Foundation

The Assisted Instrument Purchase Scheme (AIPS)
Musical Instrument Purchase Without VAT

If you're studying music at the Academy, you may be able to purchase an instrument (or replacement parts for an existing instrument) without paying VAT (so saving 20% of the purchase price) by using the AIPS scheme.

Rules of the Scheme

- You must be in full-time education with us and receiving regular music tuition
- The instrument must be considered appropriate to your needs by your music teacher, and used as part of your musical tuition
- The instrument must be initially purchased by and delivered to the Academy, then supplied to you
- You must have permission from whoever will be paying the bill for the instrument
- Instruments will only be ordered by the Academy once funds have been received from you and cleared at the bank

Interested?

1. First have a conversation with your music teacher to agree what type/style/level of instrument you need.

2. Check potential suppliers and tell them that you will be using the AIPS scheme to purchase the instrument, as some suppliers also offer education discounts. Our listed music suppliers are:

    - Amazon www.amazon.co.uk
    - Gear4Music www.gear4music.com
    - Normans Musical Instruments www.normans.co.uk
    - Thomann www.thomann.co.uk

    You may select another supplier, though please note that it may take longer to arrange, as we would need to set them up on the Academy's accounting system.

3. Once you've found the best item and supplier for you, ask the supplier to let you know in writing both the ex-VAT and inc-VAT price (including delivery to the Academy). Alternatively obtain a screenshot of the details if the item is sold online – you will need to submit this later. Don't forget to include the cost of delivery to the Academy.

4. Check-in again with your music teacher to ensure the instrument selected is appropriate to your needs. Your music teacher will then issue you with an authorisation code.

5. Complete the online application form (click **HERE** or scan **QR code** above). Upload the quote/screenshot and add the authorisation code when directed.

6. The Finance department will then set up a payment item on ParentPay for you to make payment for the instrument. Once payment has been received, the Music Department will order the item for you. When the instrument arrives, it will be passed to the Music department to pass-on to you.

Emmanuel Schools Foundation is registered in England & Wales | Registration number: 4464331
Registered Office: Emmanuel Schools Foundation, Trinity House, Bede Academy, Sixth Avenue, Blyth, NE24 2SY