

Assisted Purchase Scheme for musical instruments and laptops - Details

We are able to purchase musical instruments or laptops on your behalf free of VAT. There are certain requirements that must be met to be able to take advantage of this scheme.

1. Identifying the musical instrument or laptop retailer is the responsibility of the parent/guardian purchasing the equipment. In certain cases we **may** contact you to **suggest** a suitable alternative supplier.
2. The form below needs to be completed in full and returned to school. Further details are included on the form.
3. The school will order the item once payment has been received in full. **Payment must also include any delivery charges** so please be careful to find out how much those charges are. **There will be an administration charge of 2.5% per order (subject to a minimum of £5).**
4. The school will not be able to enter into any after sales issues that may arise. Parents/guardians will need to deal directly with their chosen retailer in such circumstances.
5. It must be remembered that taking advantage of this scheme will save you money but you will not receive the goods as quickly as you would do by dealing with a retailer directly. We will need to check and process the order and therefore ask for your understanding and patience at busy times of the school year and especially when the school is closed at holiday times.

Specific conditions:-

Musical Instruments

The instrument must be portable and the student must receive some tuition at school either in an organised individual or group lesson or as part of a teacher led extra curricular musical ensemble using that particular instrument.

Laptop

The laptop will obviously be portable, and excludes any form of Tablet, and it must be used by the student to complete school work (at home). Only one laptop per student can be purchased whilst they remain at All Hallows. Laptops will have software pre installed and we are not able to purchase additional software for you but can recommend the following website which offers discounts for students. www.software4students.co.uk .

All Hallows Assisted Purchase Scheme for Musical Instruments and Laptops Application Form

PLEASE COMPLETE USING BLACK INK AND CAPITAL LETTERS

Name of Student	
Tutor Group	

Type of equipment (laptop or type of instrument)	
Make	
Model or reference number or name	
Supplier Name – As Chosen by you For Online purchases please email the Item’s internet page address as a link to finance@allhallows.net	
Cost - excluding VAT	
Delivery charges	
Administration charge – 2.5% of the cost inc. delivery	
Total	



Availability of product from your chosen retailer (eg immediate? one week?)	
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I have read and understood the information sheet entitled, Assisted Purchase Scheme for musical instruments and laptops – Details.	Please sign:
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Name of Parent	
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Date	
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Contact phone number - we will use this to discuss any issues and to arrange the hand over of the equipment. We will not discuss the purchase of the equipment with your son / daughter.	
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Please return completed form to All Hallows School. Addressed to Mr Fisher, Head of Music, for Musical Instrument applications and the School Finance Office for Laptop applications. The payment will be added to your Child’s ParentPay account, and we will contact you for payment when the order is ready to place.

Office use only:

Date received:		Supplier used		Order signed by	
Date to Bank		Date ordered by Bank		Purchase Order	