



# MUSIC PARTNERSHIP NORTH (MPN) ASSISTED PURCHASE SCHEME APPLICATION FORM

## Guidance and T & C's

### **Aims**

The scheme is designed to enable pupils attending schools in Northumberland to purchase musical instruments that are essential to the furtherance of their musical studies. This scheme allows the Local Authority to recover the VAT on such instruments and to sell the instrument free of VAT to the pupil. This will reduce the cost by a significant amount.

### **Who is eligible?**

Students must fulfil at least **one** of the following criteria

- The student must be receiving musical tuition by a MPN music tutor at a local authority school or academy.
- The student must receive tuition via an MPN ensemble or club.
- The student must be receiving music tuition online via an MPN music tutor.

**Please note the instrument must be used as part of their musical tuition and be appropriate to their needs.**

### **How do I make a purchase?**

- Ask your child's tutor for advice on the most appropriate make, model, and size of instrument before purchase.
- Shop around for the best price, however we would still recommend trying the instrument first and not buying from an unknown online source.
- Agree the price with the supplier, verifying the amount excluding VAT.
- Complete this application form remembering to state the price excluding vat and then any delivery charges if applicable.
- Sign and return to MPN using the email address [mpn@northumberland.gov.uk](mailto:mpn@northumberland.gov.uk).
- Go onto the MPN website <https://music.northumberland.gov.uk> and go to the section pay.
- Once payment is received MPN will place the order with the supplier and pay the invoice.
- The instrument will be delivered to your child's school.

Please note that if the supplier is not on our system, it will take a little while to set them up so that we can place the order.

For further information please email: [mpn@northumberland.gov.uk](mailto:mpn@northumberland.gov.uk)

*(The information you provide will be stored for audit purposes only. Full guidance on MPN's GDPR policy can be found on our website.)*



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Please scan and return the completed form to:  
[mpn@northumberland.gov.uk](mailto:mpn@northumberland.gov.uk)

**To be completed by parent/guardian**

Name of Child: \_\_\_\_\_

School attending: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Address for delivery of the instrument (school):

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

Name of Instrumental Tutor: \_\_\_\_\_

Instrument to be purchased: \_\_\_\_\_

Make/model: \_\_\_\_\_

Supplier name: \_\_\_\_\_

Supplier address: \_\_\_\_\_

Supplier telephone: \_\_\_\_\_

Supplier email contact: \_\_\_\_\_

**COST (Ex VAT) £**

**DELIVERY CHARGE (IF APPLICABLE) £**

MPN will place an order with the supplier once payment has been received. Payment can be made by debit / credit card

- Online by visiting <https://music.northumberland.gov.uk> and scrolling to the online payment section;

**I have read and understood the terms and conditions and confirm my child is eligible for the scheme**  (Please tick the box)

SIGNATURE (Parent): \_\_\_\_\_ DATE: \_\_\_\_\_