

## LSS INSTRUMENT LEASE SCHEME

### Agreement Information



1. This agreement is between the parent/guardian and Learning Support Service (LSS) for the annual lease of the instrument. **Details supplied will be kept on a secure database for the purpose of financial and instrument tracking.**
2. Instrument Availability – We have a limited number of stock Instruments which are available for lease to any school aged student who is taught by an LS Music Teacher in an Educational Establishment in Cumbria.
3. If we are unable to supply an instrument, we will inform you and advise you of options. Alternatively you may wish to hire an instrument directly from a local or national music retailer.
4. The instrument we provide will be of usable quality, though LSS does not guarantee that it will be a new instrument.
5. The agreement commences on the date that the agreement is signed by a representative of LS Music. The cheque will not be banked and the instrument will not be released until this date.
6. Payment for an initial three-month trial period, which is non-refundable, should be sent along with your application form unless you are applying for remission. Once the three-month trial period has expired an invoice for a further nine months will be sent to you for payment.  
Note: ***Please do not send cash or cheques to teachers or school.***
7. Failure to make a payment will require the return of the instrument or its assessed value to LSS.
8. Payment need not be made if a successful application has been made for remission.  
(*An application form is attached to the agreement on issue.*)
9. The lease may be offered for renewal one month from the end date of this lease.
10. The annual amount may be increased/decreased for any subsequent renewal period.
11. Should the instrument become unusable through proper use during the course of the lease, LSS will pay for the repair and provide wherever possible a replacement instrument during the repair. All instrument lease charges include a small premium to cover against accidental loss and damage. Please notify the teacher or LSS Office as soon as possible of any loss or damage occurring.
12. During the course of the lease, the instrument can be returned at any time to a member of LS Music. In case of difficulty please contact Barbara Stephens on 01900 325089.
13. If at any time during the period of the lease, the pupil using the instrument should leave tuition from LS Music, the instrument will be returned and a refund given on request. On return, the instrument will be assessed for damage. If the instrument has no more than fair wear and tear, the remaining lease amount will be refunded calculated on the number of remaining full months less an administration fee of £10.00.
14. If the instrument on return is damaged so as to require repair, or otherwise unreasonably abused to the point that it cannot be repaired, LSS will seek reimbursement of the cost of repair or purchase replacement.
15. If the instrument is not returned at the end of the lease period, LSS will seek reimbursement to purchase a replacement.
16. If LS Music ceases to provide instrument tuition to your son/daughter, LSS will request the prompt return of the instrument for stock taking purposes. A private lease arrangement may be available if your son/daughter continues tuition with a non LSS teacher.

## LSS INSTRUMENT LEASE SCHEME

### INSTRUMENT LEASE SCHEME CHARGES FROM SEPTEMBER 2007

**Please note:** The first year of lease will be charged in two instalments. Thereafter, the lease charge will be per annum. Private clients, i.e. pupils who have lessons from non-LS Music staff, will be charged at a different rate.

<b>INSTRUMENT</b>	<b>1<sup>st</sup> instalment £</b>	<b>2<sup>nd</sup> instalment £</b>	<b>Annual charge £</b>	<b>Private client per annum £</b>
Violin/Viola/Guitar	14.00	42.30	56.30	85.70
Flute/Clarinet/Cornet/Flugel Horn/Trumpet	15.70	47.15	62.85	95.90
Cello/Alto & Sop Sax/Tenor Horn/ /French Horn/Trombone Drum Kits (School only lease)	17.85	53.55	71.40	109.15
Oboe/Tenor Sax/Baritone Euphonium	19.50	58.50	78.00	118.35
Double Bass/ Bassoon/Tuba/ Bass Clarinet	21.00	63.35	84.35	128.52

LSS INSTRUMENT LEASE SCHEME

**APPLICATION AND AGREEMENT FORM FOR INSTRUMENT LEASE  
ACADEMIC YEAR Sep 2007 to Aug 2008**

1. This section should be completed by the Instrument Teacher and Parent/Guardian

Pupil Name _____	D.O.B. ____/____/____
School _____	
Instrument Teachers Name _____	Instrument Type _____
Lease Amount: 3 Month Trial £ _____ <i>(please note that this amount is non-refundable)</i>	
Tick if applying for remission of Fee <input type="checkbox"/>	
<i>(Please read the attached Remission guidance and application form to see if you qualify)</i>	
<b>I have read the agreement terms attached and agree to the conditions set out.</b>	
Signature of parent/guardian _____	
Please print name (block capitals) _____	
Address (block capitals) _____	
_____	Postcode _____
Telephone Number _____	Date _____

2. **PAYMENT:** Send a cheque or postal orders made payable to **CUMBRIA COUNTY COUNCIL.**

3. **On the reverse of the cheque /postal orders please write LSS/ILS and your child's name.**

*If you require a receipt please enclose a SAE.*

4. **RETURN THIS FORM ALONG WITH PAYMENT DUE OR REMISSION APPLICATION**

**TO: LS Music, St Michael's Centre, Station Road, Workington Cumbria. CA14 2UY**

*This section for office use and to be completed by LS Music staff*

Signed on behalf of LSS _____	Date of Issue _____
<u>Instrument Details</u>	
Instrument Type _____	
Serial No _____	
Any Minor defect(s) at time of issue (please detail) _____	

LSS INSTRUMENT LEASE SCHEME

*APPLICATION FOR REMISSION OF INSTRUMENT LEASE FEES*

Instrument Lease Scheme fees will not be charged if you are in receipt of:

- ❖ Income Support
- ❖ Income based Jobseekers allowance
- ❖ Child Tax Credit

You can claim remission of lease fees if you are claiming Child Tax Credits not exceeding the financial years qualifying criteria, Income support or Income Based Jobseekers Allowance.

**You do not qualify for remission if you are in receipt of any Working Tax Credit.**

REMISSION IS ONLY AVAILABLE WHERE TUITION IS PROVIDED THROUGH LSS MUSIC SERVICE.

If you wish to apply for remission of fees, please tick the appropriate box and attach the evidence e.g. a benefit document. Evidence for Income based Jobseekers Allowance must be the full letter and **not** the signing on card.

Dated evidence will be required annually to continue remission of fees (photocopies acceptable).

Please let us know if you cease to be eligible for the benefits.

Please complete the details below-

Name of Pupil \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Please Print Name \_\_\_\_\_

Date \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

**Contact Address for queries etc:**

Barbara Stephens, Learning Support Service, St Michael's Centre, Station Road, Workington, Cumbria, CA14 2UY Tel: 01900 325089