CLAIM FOR EXEMPTION OF SUPPLIES OF CONFERENCE FACILITIES FROM VAT

The Organisation: ____________________________________________________________

The College: Oriel College, Oxford.

We wish to claim exemption from Value Added Tax for supplies of conference facilities and goods and services closely related to education by the College in connection with the conference / course being arranged by the Organisation commencing on ________________________________

We confirm that the Organisation is an “eligible body” within the meaning of Note (1) to Group 6, Schedule 9 of the VAT Act 1994 being (please tick the appropriate):

[ ] A UK school  
[ ] A UK university (including any college, institution, school or hall of that university)  
[ ] A UK sixth form or tertiary college or centrally funded higher or further education institution  
[ ] The UK campus of a foreign non-for-profit university  
[ ] A not-for-profit organisation such as a charity  
[ ] A provider of tuition in English as a foreign language (EFL) and that EFL will be taught to the pupils, students or trainees attending the conference / course  
[ ] A local authority  
[ ] A government department or executive agency  
[ ] A health authority

We confirm that the purpose of the conference / course is for the Organisation to provide education for a fee.

We also confirm that the goods and services to be provided by the College (such as accommodation and catering) are for the direct use of the pupils, students or trainees attending the conference / course.

We understand that supplies of alcohol are not exempted from Value Added Tax.

Signed on behalf of the Organisation

__________________________________  ________________________

Signed on behalf of the Organisation

__________________________________  ________________________

(Name and position)