

Completing this form

Trinity College London will use this information for exam administration purposes, conducting and marking exams and assessments, and issuing exam results and certificates.

The data may be shared with Trinity's delivery partners for the purpose of administrating and managing exam sessions, and with third-party suppliers for result entry processing and the issue and dispatch of certificates. For more information explaining how we use your information please see trinitycollege.com/data-protection

Please read the notes carefully. Please use BLOCK CAPITALS throughout, except for the signature. Please write in black ink.

Space is given for details of 12 candidates. If you have more than 12 candidates, additional forms must be used. Each form must be signed by the person making the entry and the total fees on each form must be written in the space provided. All completed forms should be stapled together. You should make **one** payment to cover the entries on all the forms. **Payment of fees should be made to ADCB - Vocal Studio Orpheus - IBAN AE900030011740246920001 - any UAE branch, or pay at the TCL office Dubai.**

A separate form must be used for:

- Exams other than Music (Drama, Rock & Pop, etc)
- Theory exams - use Theory form
- Candidates for different centres (Dubai, Sharjah, Abu Dhabi) - see question on following page
- Candidates for different dates/months - see question on following page
- Different school names within a group

Email completed form and bank paying-in slip (with mobile # noted) to trinitydubai@yahoo.com OR deliver the forms in person to the TCL office in Dubai before the deadline date.

If emailed, please post or deliver the original copy at once to Falguni Mehta, TCL-Orpheus, PO Box 502191, Dubai, UAE.

Do not send entries to Trinity's head office.

A Applicant details

Please tick this box if you would like to receive updates about our products and services.*

Name _____

Address _____

_____ Postcode _____

Tel. (mobile) _____

(home) _____

email _____

Is this the first time you have entered candidates for a Trinity exam? Yes / No (Please circle your answer, eg)

Notes

Applicant details

The person named in this section accepts responsibility for entering the candidates named on the form.

The named person may be a teacher, a parent/guardian of a younger candidate or an adult candidate. Where relevant, this person can act on behalf of a school or company.

All communications will be sent to this person and will be sent to the address given here. Trinity cannot accept responsibility if the information given is inaccurate.

Please give telephone numbers at which the named person can normally be contacted.

*If you agree, you will be sent updates about Trinity's products and services from Trinity and our delivery partner/ local area representative in your area. You can unsubscribe at any time.

Exam regulations and data processing consent

The person named in section A must tick the relevant consents, then sign and date each form. This constitutes an agreement to abide by Trinity College London's exam regulations which are published at trinitycollege.com/music-regulations

Information is held in accordance with Trinity's data protection policy – please see trinitycollege.com/data-protection

Candidates and applicants based outside the EEA

As part of our data protection obligations, we need to ensure that when we send personal data outside the EEA we do so on the basis of your explicit consent, or by putting in place measures to ensure your information is protected. This is because the laws outside the EEA may not afford the same level of security and protection.

B Exam regulations and data processing consent

Please tick as applicable and sign below.

Exam regulations (must be completed)

I agree that I/the candidates will abide by the regulations of Trinity College London as published at trinitycollege.com/music-regulations

Candidates under 16

I have obtained parent/guardian consent for the processing of personal data about candidates under 16 for the purposes stated on this form.

Candidates with special needs

I have obtained consent for the processing of sensitive personal data for the purpose of requesting special adjustment.

Candidates and applicants based outside the EEA

I consent/have obtained consent to the transfer of personal data from Trinity to the local area representative/exam centre based in the candidate's locality.

Signature _____ Date _____

C About the exam

For exam dates please contact your local representative.

Centre name _____

Month of exam _____ Year _____

Practical/Written (Please circle only one, eg **Practical**)

Give dates or times when you or your candidates are **not** available:

Preferred exam location (choose one): Dubai Sharjah Abu Dhabi

Please indicate delivery option:

Courier (70aed DXB / 105aed AUH & other emirates) - certificates

Pick-up all paperwork at TCL collection point (free)

D Name of school

Complete this section if you want the name of the school on certificates.

School _____

E Candidates with special needs

Number of special needs provision requests _____

Please complete a special needs provision form for each candidate this applies for. The form can be downloaded from trinitycollege.com/music-csn or can be obtained from your local Trinity representative.

The special needs provision form and appropriate supporting documentation (if required), must accompany the entry.

Please ensure the special needs box is ticked against each provision needed (see section G).

F Total fees

Payment of _____ (VAT inclusive) enclosed for total fees.

Notes

About the exam

Please indicate your **preferred** venue for exams.

Give the month and year of the exam session for which you are entering.

Circle **either** practical **or** written exam. You must not mix practical and written entries on the same form.

Please write here any dates or times during the relevant session at which candidates are **not** available for exam.

Details of your local representative can be found at trinitycollege.com/worldwide

Representatives will do their best to meet requests to avoid specific dates, but this cannot be guaranteed.

Name of school

Give the name of the candidate's school, if required on certificates.

Candidates with special needs

Please indicate the number of candidates with special needs. Please be aware that no concession can be made in the marking of the exam.

If the candidate is under 16 years of age the special needs provision form must be signed by a parent/guardian of the candidate or a duly authorised agent.

The special needs provision form and proof of the special needs (if required), must accompany the entry. Please see trinitycollege.com/music-csn for more information.

Total fees (VAT incl)

Write here the total fees covered by all entry forms being submitted.

Grade/level codes

IN	Initial
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
FC	Foundation Certificate
IC	Intermediate Certificate
AC	Advanced Certificate

Subject codes

FBA	Accordion (Free Bass)	FLG	Flugelhorn	PAC	Piano Accompanying
SBA	Accordion (Standard Bass)	FL	Flute	PLE	Plectrum Guitar
BTN	Baritone	HRN	French Horn	REC	Recorder
BBB	B flat Bass	GTR	Guitar	SAX	Saxophone
BT	Bass Trombone	HRP	Harp (Initial & Grades 1-3)	SNG	Singing
BSN	Bassoon	JCL	Jazz Clarinet	SND	Snare Drum
VCL	Cello	JFL	Jazz Flute	TEN	E flat Tenor Horn
CL	Clarinet	JSX	Jazz Saxophone	TMP	Timpani
COR	Cornet	NHP	Non-Pedal Harp (Grades 4-8, FC, IC & AC)	TBN	Trombone
SPC	E flat Soprano Cornet	OB	Oboe	TPT	Trumpet
DB	Double Bass	ORC	Orchestral Percussion	TBA	Tuba
DRM	Drum Kit	OGN	Organ	TUN	Tuned Percussion
EBB	E flat Bass	PHP	Pedal Harp (Grades 4-8, FC, IC & AC)	VLA	Viola
EK	Electronic Keyboard	PNO	Piano	VLN	Violin
EO	Electronic Organ			TY	Theory of Music
EUP	Euphonium				

G Candidate details

For each candidate, please give the full name as it should appear on the certificate.
Underline the FAMILY NAME clearly below the line.

Candidate 1

Please tick if this is the candidate's first entry

Full name

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 2

Please tick if this is the candidate's first entry

Full name

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 3

Please tick if this is the candidate's first entry

Full name

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 4

Please tick if this is the candidate's first entry

Full name

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 5

Please tick if this is the candidate's first entry

Full name

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 6

Please tick if this is the candidate's first entry

Full name

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

If you are entering more than six candidates, please tick here and continue on the back page.

Add up the total fees for this form and insert the amount here:

(Remember to include the entries on the back page.)

TOTAL FEES

Notes

Candidate details

Please refer candidates to trinitycollege.com/data-protection for information about how Trinity will use their personal data.

Write in each candidate's date of birth and gender. We are required to collect this information for various education and government bodies. This information may be communicated to examiners, exam centres and our results processing service providers for administrative purposes.

Tick the box if the candidate has any special needs requirements. See section E.

Write in the instrument or subject as it appears in the relevant syllabus (eg Piano, E flat Bass).

Write in the grade for each candidate – see table on previous page.

Write in the subject code for each candidate's exam – see table on previous page.

NB No codes have been given for Piano Duet or other group exams: you must use the separate group and duo exams entry form for these candidates.

Show the fee for each candidate, and indicate the type of fee:

F Full fee

H Half-fee re-entry (this must be accompanied by a valid re-entry permit)

L Late-entry fee (see late-entry procedure at trinitycollege.com/music-regulations)

If information on fees is required, please contact your local representative – details at trinitycollege.com/worldwide.

G Candidate details

For each candidate, please give the full name as it should appear on the certificate.
Underline the FAMILY NAME clearly below the line.

Candidate 7

Please tick if this is the candidate's first entry

Full name _____

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject _____ Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 8

Please tick if this is the candidate's first entry

Full name _____

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject _____ Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 9

Please tick if this is the candidate's first entry

Full name _____

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject _____ Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 10

Please tick if this is the candidate's first entry

Full name _____

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject _____ Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 11

Please tick if this is the candidate's first entry

Full name _____

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject _____ Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Candidate 12

Please tick if this is the candidate's first entry

Full name _____

Date of birth
D D M M Y Y

Male / Female
M or F

Special needs?
(Please tick, if applicable – see section E)

Subject _____ Grade Subject code Fee Fee type

For drum kit only. Tick if left handed set-up is required

Add up the total fees for these entries and carry forward the amount to the inside page. c/fwd

Notes

Candidate details

Please refer candidates to trinitycollege.com/data-protection for information about how Trinity will use their personal data.

Write in each candidate's date of birth and gender. We are required to collect this information for various education and government bodies. This information may be communicated to examiners, exam centres and our results processing service providers for administrative purposes.

Tick the box if the candidate has any special needs requirements. See section E.

Write in the instrument or subject as it appears in the relevant syllabus (eg Piano, E flat Bass).

Write in the grade for each candidate – see table on p.2.

Write in the subject code for each candidate's exam – see table on p.2.

NB No codes have been given for Piano Duet or other group exams: you must use the separate group and duo exams entry form for these candidates.

Show the fee for each candidate, and indicate the type of fee:

F Full fee

H Half-fee re-entry (this must be accompanied by a valid re-entry permit)

L Late-entry fee (see late-entry procedure at trinitycollege.com/music-regulations)

If information on fees is required, please contact your local representative – details at trinitycollege.com/worldwide.

If you are entering more than 12 candidates, please use additional entry forms. These should be stapled to the first form and sent together to your local representative.