

Application for Registration as a Trinity Examinations Centre

1 Which examinations do you wish to offer?

ESOL

- GESE - Graded examinations in spoken English qualifications**
These qualifications are intended for anyone who is learning English as a foreign language and who requires an internationally recognised qualification in spoken English. (Minimum age - 6)
- GESE (China) - Graded examinations in spoken English qualifications (with local examiners)**
These qualifications are intended for anyone who is learning English as a foreign language and who requires a locally recognised qualification in spoken English. (Minimum age - 6)
- ISE - Integrated Skills in English qualifications**
These qualifications are intended for anyone who is learning English as a foreign language and who requires a four-skill internationally recognised qualification. (Minimum age - 6)
- SEW - Spoken English for Work qualifications**
These qualifications are intended for those currently in, or looking for, work where English language proficiency is either a requirement or an opportunity for increased career prospects and promotion. As the examinations are not aimed at specific sectors of the workforce, they apply equally well to professionals, office and service workers, and business people. (Minimum age - 16)

Drama

- Drama and Speech Examinations**
These Grade, Certificate and Diploma examinations offer international certification for individual, pair and group performances in the various fields of Drama and Speech. (No minimum age)

2 Contact details - each contact must be completed

Name of institution: _____

Full address of examination venue: _____

Tel: _____

Fax number: _____

Website: _____

E-mail: _____

Academic Contact

Name: _____

Job title: _____

Full address (if different): _____

Tel: _____

Fax number: _____

E-mail: _____

Examination Administration Contact

Name: _____

Job title: _____

Full address (if different): _____

Tel: _____

Fax number: _____

E-mail: _____

Finance and Payment Contact

Name: _____ Job title: _____

Full address (if different): _____

Tel: _____ Fax number: _____

E-mail: _____

3 School/institution profile

Please tick the type of institution that best represents your organisation

- | | |
|--|--|
| <input type="checkbox"/> Primary School | <input type="checkbox"/> Secondary School |
| <input type="checkbox"/> College or University | <input type="checkbox"/> Private language school |
| <input type="checkbox"/> Private drama school | <input type="checkbox"/> Other: _____ |

Are you already a registered examination centre for:

GESE/ ISE/ SEW/ TESOL/ Music/ Drama & Speech (If so, give centre number: _____)

No. of teachers:

Minimum/Maximum qualifications of your teachers:

Approximate no. of students:

Age ranges of students:

% adults/ teenagers/ children:

4 Courses available

Course types: all year round/ term-time only/ summer-time/ other:

Course length:

Approx. levels:

Do you offer Teacher Training courses? Yes/No

If yes, please give details:

Do you currently offer other ESOL/ Drama examinations? Yes/No

If yes, please give details:

Your preferred month(s) for examinations:

5 Other information

How did you hear about Trinity?

6 Registration Fee

The registration fee is a one-time, non-reoccurring and non-refundable charge which must be paid to Trinity at the time of your application to become a registered examination centre. (If your application is not successful, Trinity will refund the registration fee in full within 2 weeks).

Registration Fee - First/Primary Exam Centre: RMB 15,000

Registration Fee - Additional Exam Centres in same province: RMB 10,000

Upon successful registration as an exam centre, the centre will be entitled to a RMB2,500 credit towards each of the first two examination sessions (exam sessions must meet the minimum exam session duration of 250 exam-minutes per session).

Payment can be made by cash or by bank transfer to one of the following accounts. Any transfer charges incurred must be paid by your school. Please provide proof of transfer when you submit your application.

Hong Kong Account		China Account	
Account number	808-086334-001	户名	深圳市育才信息技术服务有限公司
Account name	Trinity College London (HK)	开户行	中国工商银行深圳福强支行
Bank	HSBC (Hong Kong)	帐号	4000029609200029110
Bank address	1 Queens Road Central, Hong Kong		
Swift code	HSBCHKHHKHKH		

Trinity's China office will issue a receipt upon receipt of payment.

Please indicate registration fee transferred to Trinity for this application:

(A separate application form must be submitted for each school/centre).

RMB 15,000 First/Primary Centre

RMB 10,000 Additional Exam Centre in same province. Please list Primary Centre name/ number:

7 Promotional items

Registered Examination Centres are entitled to the following promotional items free of charge. Additional quantities may be ordered at cost price.

Item:	Quantity:
Registration Plaque	1 Pc
Registration Certificate	1 Pc
Academic DVD	2 Sets
Promotional DVD	4 Pcs
Athletes' DVD	4 Pcs
X-Signs	1 Set (3 pcs)
Wall Board	1 Set (5 pcs)
Poster	3 Sets
GESE Brochures	200 (more if required)
ESOL Brochure	4 Pcs
GESE Syllabus	4 Pcs
Bilingual presentation	1 Visit (1+ presentations depending on arrangements)
Listing on Trinity's China Website - please provide details:	

- Name of school:
- Address (English):
- Address (Chinese):
- City:
- Province:
- Tel:
- Email:
- Website:

8 Declaration

I declare that the information supplied above is true. I agree to abide by the rules and regulations governing the conduct of examinations offered by Trinity College London as detailed in the attached Code of practice, syllabus and handbook (as appropriate)

Academic Contact:

Signed: _____ Name : _____ Date: _____

Examination Administration Contact:

Signed: _____ Name : _____ Date: _____

Organisation Chop:

Please return the completed agreement to Trinity College London:

Hong Kong Office:

7 Floor Workington Tower
78 Bonham Strand
Sheung Wan, Hong Kong

Fax: 2392 2424

上環文咸東街 78 號華東商業大廈 7 樓

China Office:

Room 1102, Block B,
Gao Fa Cheng Chi Bldg.
Intersection of Fumin Rd. &
Yitian Rd., Futian, Shenzhen P.R.C

Fax: 0755 8347 0234

深圳市福田区福民路与益田路交汇处
高发城驰 B 栋 1102 室

Macao Office:

Avenida da Praia Grande 599
Edificio Comercial Rodrigues
10 andar E, Macao

Fax: 2855 0736

澳門南灣大馬路 599 號羅德禮商業大廈 10E