

Entry form for diploma exams in music (including digital)

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.

Send completed entry forms to your local representative. Do not send entries to Trinity's central office, unless advised to do so by staff at that office.

A Applicant details

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

Name _____

Address _____

_____ Postcode _____

Tel. (day) Area code _____ No. _____

(evening) Area code _____ No. _____

Email _____

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

Notes

Applicant details

The person named in this section accepts responsibility for entering the candidate 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 communication 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'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

B Exam regulations and data processing consent

Please tick as applicable and sign below.

Exam regulations (must be completed)

I agree that I/the candidate 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

ATCL, LTCL and FTCL diplomas can only be taken at a diploma centre relevant to the level being taken.

Written and practical exam dates, and details of the centres where the exams can be taken can be obtained from trinitycollege.com or your local representative.

Which centre are you entering through? _____

Which exam session? _____

Give dates or times when the candidate is **not** available:

D Prerequisites

Please note not all diplomas have prerequisites – check the relevant syllabus for details.

If you have passed the Trinity prerequisite please state that here, including the year taken and candidate number if available:

When there is a lower age limit, proof of date of birth must be provided. Please state what proof you are providing here and attach the documentation to the form:

All alternative prerequisites or Approved Prior Learning must be approved by Trinity's central office before entry.

Please enter the Approval reference number you were issued: _____

E Fees

I enclose fees with this entry of:

_____ (Unit 1 fee where applicable)

_____ (Unit 2 fee where applicable)

_____ **Total**

Payment of _____ enclosed for total fees covered by all entry forms being submitted.

Type of fee:

Please indicate the type of fee in the box:

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*)

*A receipt will be issued only if your name is entered in the **RECEIPT** section at the bottom of the page and a stamped addressed envelope is enclosed with your entry.*

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.

Please write here any dates or times during the relevant session at which the candidate is **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.

Prerequisites

For diplomas with a lower age limit, proof of date of birth must be provided – this may be a photocopy.

Total fees

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

We can only accept cheques from the UK and Ireland, which should be made payable to Trinity College London.

RECEIPT A receipt will be issued only if your name is filled in here and a stamped addressed envelope is enclosed with your entry.

Name _____

For Trinity College London use only

Received the sum of _____

Date _____ Signed _____

