

## 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 administering 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](http://trinitycollege.com/data-protection)

Please read the notes carefully. Please use BLOCK CAPITALS throughout, except for the signature.

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 - or pay in cash/by card at the Trinity Office in 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, Abu Dhabi) - see question on following page
- Candidates for different exam 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](mailto:trinitydubai@yahoo.com) OR deliver the forms in-person and pay the fees in cash or by card at the Trinity Office in Dubai before the closing date.**

Do not send entries to Trinity's head office.

## A Applicant details (Teacher/Parent/Guardian)

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 (Yes))

## 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](http://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** \_\_\_\_\_

## 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](http://trinitycollege.com/music-regulations)

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

## C About the exam

For exam dates please contact your local representative.

Centre name \_\_\_\_\_

Month of exam \_\_\_\_\_ Year \_\_\_\_\_

The UAE office is offering digital exams every month, to help candidates avoid conflicts with other exams, trips, school commitments and the like.

Please consider carefully before enrolling - we are unable to move exam months after the closing date has passed.

**Refunds of exam fees are not offered.**

Preferred exam location (choose one): \_\_\_\_\_Dubai \_\_\_\_\_Abu Dhabi

Please indicate delivery option:

\_\_\_\_ Courier of certificates (75 AED DXB / 105 AED AUH & other emirates - to be paid at the time of enrollment)

\_\_\_\_ Pick-up all paper-work at Trinity collection point (free)

## D Name of music 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](http://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

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

Details of your local representative can be found at [trinitycollege.com/worldwide](http://trinitycollege.com/worldwide)

### Name of school

Give the name of the candidate's music 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](http://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
AGR	Acoustic Guitar	FL	Flute
BTN	Baritone	HRN	French Horn
BBB	B flat Bass	HRP	Harp (Initial & Grades 1-3)
BT	Bass Trombone	JCL	Jazz Clarinet
BSN	Bassoon	JFL	Jazz Flute
VCL	Cello	JSX	Jazz Saxophone
CL	Clarinet	NHP	Non-Pedal Harp (Grades 4-8, FC, IC & AC)
GTR	Classical Guitar	OB	Oboe
SPC	E flat Soprano Cornet	ORC	Orchestral Percussion
DB	Double Bass	OGN	Organ
DRM	Drum Kit	PHP	Pedal Harp (Grades 4-8, FC, IC & AC)
EBB	E flat Bass		
EK	Electronic Keyboard		
EO	Electronic Organ		
EUP	Euphonium		

PNO	Piano
PAC	Piano Accompanying
REC	Recorder
SAX	Saxophone
SNG	Classical Singing
SND	Snare Drum
TEN	E flat Tenor Horn
TMP	Timpani
TBN	Trombone
TPT	Trumpet
TBA	Tuba
TUN	Tuned Percussion
VLA	Viola
VLN	Violin

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

Please tick if this is the candidate's first entry ☐

Date of birth        
D D M M Y Y

Male / Female    
M or F

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

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

\_\_\_\_ Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth       Male / Female  Special needs?   
(Please tick if applicable – see section F)

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

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth         
D D M M Y Y

Male / Female    
M or F

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

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

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth        
D D M M Y Y

Male / Female ☐ ☐  
M or F

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

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

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth        
D D M M Y Y

Male / Female ☐ ☐  
M or F

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

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

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth        
D D M M Y Y

Male / Female ☐ ☐  
M or F

Special needs? ☐

(Please tick, if applicable – see section E)

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

### Repertoire-only pathway

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

TOTAL FEES 

### Candidate details

Please refer candidates to [trinitycollege.com/data-protection](https://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, F 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](http://trinitycollege.com/music-regulations))

If information on fees is required, please contact your local representative – details at [trinitycollege.com/worldwide](http://trinitycollege.com/worldwide).

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

Please tick if this is the candidate's first entry ☐

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 ☐

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth       Male / Female  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 ☐

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

Date of birth        
D D M M Y Y

Male / Female ☐ ☐  
M or F

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

Subject	Grade	Subject code	Fee	Fee type
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For drum kit only. Tick if left handed set-up is required ☐

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

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

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### Repertoire-only pathway

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Date of birth        
D D M M Y Y

Male / Female    
M or F

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

Subject	Grade	Subject code	Fee	Fee type
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For drum kit only. Tick if left handed set-up is required ☐

### Repertoire-only pathway

Please tick if this is the candidate's first entry ☐

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 ☐

### Repertoire-only pathway

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

c/fwd ☐

### Candidate details

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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](http://trinitycollege.com/music-regulations))

If information on fees is required, please contact your local representative – details at [trinitycollege.com/worldwide](http://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.**