

Application for Registration as a Trinity Examinations Centre

1 Which examinations do you wish to offer?

ESOL

Trinity Stars - Young Performers in English Award

This award is designed to encourage the teaching and learning of English language through drama, music and performance. It is a group award, designed for children aged anywhere between 3 and 12 years old who are starting to learn English.

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 - 5)

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 - 5)

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.

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

Official name of your institution (as it appears on official documents)

Trading name of your institution (as it is known to the public)

Registered Office Address:

Office Tel: _____ Fax number: _____

Website: _____ E-mail: _____

Academic Contact

Name: _____ Job title: _____

Tel/Mobile: _____ E-mail: _____

Examination Administration Contact

Name: _____ Job title: _____

Tel/Mobile: _____ E-mail: _____

Finance and Payment Contact

Name: _____ Job title: _____

Tel/Mobile: _____ 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: _____ |

Do you already work with other exam board:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If so, for which exam boards? _____

How did you learn about Trinity?

- | | | |
|---|--|--|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Trinity visit | <input type="checkbox"/> Trinity website |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Referral | <input type="checkbox"/> Email |
| <input type="checkbox"/> Other - please specify _____ | | |

No. of teachers: _____

Minimum/Maximum qualifications of your teachers: _____

Approximate no. of students: _____

Age ranges of students: _____

Do you offer teacher training/development opportunities to your teachers?

- | | |
|-----------------------------|------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|-----------------------------|------------------------------|

If so, please give details: _____

Your preferred month(s) for examinations: _____

4 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 20,000
Registration Fee - Additional Exam Centres in same province: RMB 15,000

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.

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 number	808-086334-001	户名	新艾思（深圳）国际文化有限公司
Account name	Trinity College London (HK)	开户行	中信银行深圳三诺大厦支行
Bank	HSBC (Hong Kong)	帐号	8110301013100107839
Bank address	1 Queens Road Central, Hong Kong		
Swift code	HSBCHKHHHKH		

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 20,000 First/Primary Centre

RMB 15,000 Additional Exam Centre **in same province**. Please list:

Primary Centre name/ number: _____

5 Promotional items

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

Listing on Trinity's Regional Website - please provide details:

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

6 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:

6F Gee Tuck Building,
16-20 Bonham Strand,
Sheung Wan, Hong Kong

Fax: 2392 2424
上環文咸東街16-20號至德大廈6樓

China Office:

Room 2010, 20th Floor,
Shou Zuo (Ao Xin Ya) Building,
No. 2030 Caitian Road,
Futian District, Shenzhen P.R.C

Fax: 0755 8347 0234
深圳市福田区彩田路 2030 号
澳新亚大厦（首座）2010 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