

Completing this form

Please read carefully the notes alongside each section.

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 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. **Cheques should be made payable to Trinity College London.**

A separate form must be used when:

- candidates are to be examined on different examination dates
- the name of the teacher or school varies between one group of candidates and another
- candidates are being entered at different centres
- candidates are being entered for practical and for theory examinations
- candidates are being entered for different disciplines at specialist sessions, such as at the Guildhall School of Music & Drama.

For Drama & Speech examinations, please use the relevant Drama & Speech entry form.

Send completed entry forms to your Local Area Representative. Do not send entries to Trinity's London office (except for London Centre entries), unless advised to do so by staff at that office.

Do not fax entries under any circumstances.

Notes

Applicant's 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 College London cannot accept responsibility if the information given is inaccurate.

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

Data protection

Please refer candidates to our website www.trinitycollege.co.uk for information about how Trinity will use their personal data.

About the examination

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

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

Circle **either** practical **or** written examination. 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 examination because of prior commitments.

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

A Applicant's details

Name _____

Address _____

_____ Postcode _____

Tel. (day) Area code _____ No. _____

(evening) Area code _____ No. _____

email _____

Is this the first time you have entered candidates for a Trinity examination? Yes / No (Please circle your answer, e.g. **Yes**)

B About the examination

Examination dates are shown on a separate sheet enclosed with this entry form and are also available at www.trinitycollege.co.uk

Centre name _____

Month of examination _____ Year _____

Practical / Written (Please circle one only, e.g. **Practical**)

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

C Name of teacher or school

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

Teacher _____

Teacher's qualifications _____

School _____

D Total fees and applicant's signature

Payment of _____ enclosed for total fees.

I agree to abide by the regulations of Trinity College London as published in the Information & Regulations booklet and also available at www.trinitycollege.co.uk

Signature _____ Date _____

E Special needs candidates

Candidate's name _____

Special needs (e.g. partially sighted) _____

Requirement (e.g. large-print sight reading) _____

Braille certificate required? Yes / No (Please circle your answer, e.g. **Yes**)

Please include a Special Needs Request form for each candidate with your entries to explain the nature of the special needs in as much detail as possible. This is available to download from www.trinitycollege.co.uk, from your Local Area Representative, or from Trinity's London office. First-time entries for dyslexic candidates must be accompanied by a copy of a current psychologist's report. If candidate has been entered previously, please supply details of any special provisions required.

Notes

Name of teacher or school

Include here the name of the teacher, if required on certificates.

Please show the teacher's qualifications in the order required on certificates. (Up to 50 characters – letters (upper and lower case, as appropriate), spaces and punctuation, including parentheses – can be included.) Include the name of the candidate's school, if required on the certificate.

Total fees and your signature

Write here the total fees covered by all entry forms being submitted. **Cheques should be made payable to Trinity College London.**

The person named in Section A must sign and date each form. This constitutes an agreement to abide by Trinity College London's examination regulations which are published in the *Information & Regulations* booklet and also available at www.trinitycollege.co.uk

Special needs candidates

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

If the candidate is under 16 years of age the Special Needs Request form will have to be signed by a parent/guardian of the candidate or a duly authorised agent.

The Special Needs Request form and proof of the special needs must accompany the entry.

Receipt

If a receipt is required, please fill in your name on the receipt at the bottom of this page. Receipts will be issued only if your name is filled in and a stamped-addressed envelope is sent with the entries.

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 (Classical)	JCL	Jazz Clarinet
SBA	Accordion (Standard Bass)	JFL	Jazz Flute
BTN	Baritone	JSX	Jazz Saxophone
BBB	B flat Bass	NHP	Non-Pedal Harp (Grades 4-8, FC, IC & AC)
BT	Bass Trombone	OB	Oboe
BSN	Bassoon	ORC	Orchestral Percussion
VCL	Cello	OGN	Organ
CL	Clarinet	PHP	Pedal Harp (Grades 4-8, FC, IC & AC)
COR	Cornet	PAC	Piano Accompanying
SPC	E flat Soprano Cornet	PLE	Plectrum Guitar
DK	Digital Keyboard (Grades 6-8)	REC	Recorder
DB	Double Bass	SAX	Saxophone
DKT	Drum Kit	SNG	Singing
EBB	E flat Bass	SND	Snare Drum
EK	Electronic Keyboard	PNO	Piano
EO	Electronic Organ	TEN	E flat Tenor Horn
EUP	Euphonium	TMP	Timpani
FLG	Flugel Horn	TBN	Trombone
FL	Flute	TPT	Trumpet
HRN	French Horn	TBA	Tuba
GTR	Guitar	TUN	Tuned Percussion
HRP	Harp (Initial & Grades 1-3)	VLA	Viola
		VLN	Violin
		TY	Theory of Music

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 _____

F Candidates' 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, then give details in Section E)

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

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

Unique learner number (see note) _____ NCN (see note) _____

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, then give details in Section E)

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

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

Unique learner number (see note) _____ NCN (see note) _____

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, then give details in Section E)

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

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

Unique learner number (see note) _____ NCN (see note) _____

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, then give details in Section E)

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

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

Unique learner number (see note) _____ NCN (see note) _____

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, then give details in Section E)

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

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

Unique learner number (see note) _____ NCN (see note) _____

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, then give details in Section E)

Subject _____ Grade _____ Subject code _____ Fee _____ Fee type _____

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

Unique learner number (see note) _____ NCN (see note) _____

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

Notes

Candidates' details

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

N.B. Candidates for Recorder are no longer required to specify whether they are offering Descant or Treble.

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

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

N.B. No codes have been given for Piano Duet or other group examinations: you must use the separate group and pair examinations 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 (see late-entry procedure in the *Information & Regulations* booklet and also available at www.trinitycollege.co.uk)

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 is not communicated to examiners or to any third party.

Tick the box if the candidate has any special needs requirements. Further details must be given in Section E.

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 Area Representative.

Fees

Examination fees are printed on a separate sheet enclosed with this entry form. If the fee sheet is missing, another copy may be obtained from your Local Area Representative or from www.trinitycollege.co.uk

Cheques should be made payable to Trinity College London.