

2017 Enrolment and Payment Procedures :

IMPORTANT : A valid working email and a mobile number (whatsapp) must be provided in the application form.

A) Enrolment Methods & Information :

- Complete application form(s) and cover page.
- Attach any relevant documents to the application form. (Candidates with **special needs** will require to fill in a special need provision form and submit it together with psychologist's report.)

For Diploma candidates :

- Attach Programme Approval Letter to the application form (if any).
- Attach copies of supporting documents (refer to the current syllabus) for FTCL Recital, LMusTCL, FMusTCL, FTCL Music Education, ATCL / LTCL Instrumental Vocal Teaching and LTCL Music Teaching.

B) Point of Entries :

1) Submit by **HAND** to any of the following **TCM Exams Authorised Venues @ Robert Piano Co. Pte. Ltd.**

- i) 80 Marine Parade Road, #03-08 Parkway Parade Tel: 6344 1903
- ii) 290 Orchard Road, #05-03 The Paragon Tel: 6732 0031
- iii) 34 Amber Road, Chinese Swimming Club Level 2 – Recreation Complex*
Tel: 6345 6289 *(Closed on Mondays, Wednesdays and Public Holidays)

Payment Mode : CASH or CHEQUE

OR

2) Submit by **POST** to the following address :

TCM Examinations Pte. Ltd.
80 Marine Parade Road.
#03-07 Parkway Parade.
Singapore 449269

Payment Mode is by CHEQUE only. Made payable to TCM Examinations Pte Ltd



80 Marine Parade Road. #03-07 Parkway Parade. Singapore 449269

Tel: 6247 7750 Fax: 63447345

info@tcmexams.com www.tcmexams.com

Important Note:

1. No withdrawal after closing date of registration period.
2. Once the appointment slip has been issued to the candidate, the Examination Schedule is considered **FINAL** and **NO CHANGES WILL BE ALLOWED**, unless for the following reasons :

- Medical Reasons OR
- Oversea School Trips OR
- School Examinations

However, there will be a fee of S\$35.00 payable for any examination reschedule within the current examination session, except for medical reasons or compassionate reasons for immediate family members.

Candidates are required to submit supporting documents for the above reasons. Changes will still depend on the availability and approval from the local examination office, TCM Examinations Pte. Ltd. It has the right to verify the validity of the supporting documents submitted and will do its best to meet the candidate's requests **but this CANNOT be guaranteed.**

TCM Examinations Pte. Ltd. will **not** be able to accept any request for examination reschedule 10 days before the examination date except for medical reasons or compassionate reasons for immediate family members.

For medical reasons :

According to the syllabus, if the candidate is ill and unable to attend the exam of the current exam session, original copy of medical proof has to be forwarded to TCM Examinations Pte. Ltd. within 14 days from the examination date. Trinity College London will issue a 50% re-entry permit after verification. This permit can be used for the next exam within 12 months of the original exam date upon payment of 50% of the exam fees current at the date of entering for the next exam session

3. For change of exam schedule with the above valid reasons, email proof of documents to **info@tcmexams.com** :
 - Supporting documents (Doctor's letter, Official School letter, Official School Examination Timetable).
 - Available Timeslots (at least five choices).

Successful reschedule notice will be sent by email to the applicant within 7 working days upon receiving the documents. However, if candidate/applicant does not receive any reschedule notice, candidate will still be required to come for exam on the ORIGINAL EXAM DATE and TIME otherwise the examination fees will be forfeited.

4. Late entries / Payment :

Please take note that entries will not be accepted if received less than 14 days before the exam date. Anyone who wishes to make a late entry must contact the examination office directly. Entries / payment which are received after the closing date of the registration will be subjected to the following surcharges:

- For late entries received up to 21 days before the exam period commences :
Plus 50% of the exam fees
- For late entries received between 20 and 14 days before the exam period commences :
Plus 100% of the exam fees.

5. Duplicate Exam Certificate :

The cost of replacement certificate is as follows :

Graded - S\$ 50.00

Diploma - S\$ 100.00

We can only proceed with the request upon receiving the cash payment and copy of the result from the candidate. Please kindly email the exam office.

6. Appeal Procedure

If you wish to make an appeal on the outcome of the exam results or request for a re-mark, you can appeal within 14 days upon receiving the result. See the [enquiries about results](#) page for more details at <http://www.trinitycollege.com/site/?id=3580>

If you wish to appeal, please read the [terms & conditions](#) and email resultsreview@trinitycollege.com. Please include the relevant candidate number in your message.