



Please complete this form in **BLOCK** capital letters

請以英文大楷填寫此表格

All blanks should be completed unless stated otherwise. Any incomplete forms or applications with missing documents will not be processed.

除特別註明外，所有空格必須填寫，未填妥或欠任何附帶文件之報名表將不獲處理

Please use **separate forms for EVERY entry**. 每張表格只可報考一個考試

Do not fax entries under any circumstances. 不接受傳真報名

### A. Applicant's details 申請人資料

Please fill in the Teacher / Parent / Studio Details for candidates who aged below 18.

(18歲以下考生須由老師/家長/音樂中心代為申請)

Relationship with candidate 與考生關係:  Candidate 考生本人  Parent 家長  Teacher 老師  Studio 音樂中心

Name 姓名 \_\_\_\_\_

Address 地址 \_\_\_\_\_

\_\_\_\_\_

District 區域 \_\_\_\_\_ HK 香港 / KLN 九龍 / NT 新界

Tel. 電話 (Home住宅) +852 \_\_\_\_\_ (Mobile) 手提 +852 \_\_\_\_\_

△ E-mail 電郵 \_\_\_\_\_

△ A valid email address **MUST** be provided and your mailbox **MUST** be checked regularly to allow timely delivery of all exam matters (e.g. Official receipt). Please also inform us ASAP if you have changed your email address/ mailing address. THKMC shall not be responsible for any failure or delay in sending the email caused by any inaccurate or incomplete information provided by the Applicant.

必須提供電郵地址，並定期檢查郵箱，以便及時交付所有考試事宜(如正式收據等)。如果您更改了電子郵件地址/郵寄地址，請盡快通知我們。如因申請人提供不準確或不完整的資料而導致電郵無法或延遲發送，本中心概不負責。

### B. Candidate's details 考生資料

Surname 姓氏 \_\_\_\_\_

Given name 名字 \_\_\_\_\_

Date of birth 出生日期 \_\_\_\_\_ Gender 性別  M or F

H.K Identity Card number / Passport 香港身分證號碼/證件編號: \_\_\_\_\_

Is this the candidate's first entry to Trinity examinations? 考生第一次報考聖三一考試  Yes 是  No 否

### C. Examination details 科目及考試資料

Candidate cannot enter same examination subject more than once in an examination period. 考生於考期內只可報考同一科目一次

**C1 Level of diploma of which you are entering 應考級別 (Please tick one only 只可選一項)**

Music Theory 樂理:  AMusTCL  LMusTCL

Grade 1  Grade 2  Grade 3  Grade 4  Grade 5  Grade 6  Grade 7  Grade 8

Teaching 教學:  ATCL - Principles of Instrumental/Vocal Teaching  LTCL - Instrumental/Vocal Teaching

LTCL - Music Teaching

Exam Period 考試期

May  Nov

**From May 2014, only English examination papers will be offered.**

**All candidates are required to answer in English only.**

**由2014年起，所有筆試試卷將不設中文翻譯及不設中文作答**

### D. Prerequisites 報考資格 (For LMusTCL LMusTCL 考生適用)

If you have passed the Trinity prerequisite, please state below the qualification obtained, year of examination / candidate number if available: 請填上已考獲聖三一的資格，考試年份及考生編號:

All alternative prerequisites or Approved Prior Learning must obtain prior approval before entry. Please enter the Approval reference number by the chief Examiner: 若以聖三一以外的資格報考，請提供由主考官發出的批核編號。 \_\_\_\_\_

**Important Note: 1.) Prerequisites of LMusTCL is either Trinity Grade 8 Music Theory or AMusTCL 2.) Prerequisites of LMusTCL**

**Photocopy of Prerequisites is required 請提供證書副本**

\*Note: Re-arrangement of examinations (in same exam session) might not be allowed if any exam is scheduled during the last week of its exam session and was cancelled due to bad weather. Candidates will be offered refund or re-entry permit, and subject to final decision of THKMC.

\*請注意: 最後一星期的考試如因惡劣天氣情況下取消，受影響的考生可能不獲是次考期補考，本中心將安排退款或獲發重報准許證。本中心保留最終決定權。

# 英國倫敦聖三一學院音樂考試－報名須知

## Trinity Music Examinations - Enrolment Information

Please read the syllabuses carefully before enrolling. 請於報名前仔細閱讀考試章程。

凡報名參與英國倫敦聖三一學院音樂考試之考生，均被視作接受刊於“考試章程”內之規則及以下條款：Candidates of Trinity Music Examinations are assumed to agree and abide by the regulations published in “Examination Syllabuses” and the following conditions:

### 一般報名須知 General Enrolment Information

- 聖三一(香港)音樂中心(本中心)有權對考試日期及截止報名日期作出更改。Trinity Hong Kong Music Centre (THKMC) reserves the right to change the above examination dates and enrolment dates.
- 考試報名必須於截止日期前遞交。本中心有權拒絕任何於截止日期後遞交之報名，以及對逾期報名徵收附加費用。Entries must be submitted before enrolment closing date. THKMC reserves the right to refuse any entries submitted after the closing date and surcharges will be applied to all late entries.
- 報名表格上之考生姓名與出席考試之考生必須相符，任何情況下考生不能被更換 / 替代。聖三一音樂考試考官及考試助理有權要求考生出示身份證明文件。The named candidates on the entry form must be the candidates attending the examination; under no circumstance may substitute candidates replace the originally entered candidates. Trinity examiners and exam stewards have the right to request for the proof of identity of candidates.
- 准考證發出後，本中心有權拒絕更改考試安排的申請及將不考慮未能提供證明文件之時間調動申請。

After the examination appointment slips have been issued, THKMC have the rights to reject the request of examination re-arrangement.

如考生需作考試時間調動，請於收到准考證的5個工作天內申請，逾期不獲處理，並把不能出席考試之有關文件，如學校考試時間表、機票證明(必須附有日期及考生姓名)電郵至 info@trinitycollege.com.hk，以便本中心日後審批。此外，本中心亦會對任何考試更改的要求徵收行政費用。安排考試受多項因素影響，不保證每個申請必定均可成功。

Exam re-arrangement will not be considered if such request is neither without the proof of evidence (including copies of related documents such as appointment slip, official exam timetable issued by school, flight itinerary, boarding pass showing candidates' name and date) nor is not submitted by email info@trinitycollege.com.hk within 5 working-days upon the date of postal. Administration fee will be charged for any request of examination re-arrangement. There is no guarantee that applications will be successful, due to various constrains.

- 如申請人在申請表上填寫不能考試的日子，**必須提供**有關文件證明，如學校考試時間表、機票證明(必須附有日期及考生姓名)。If Applicants specify not available exam period on their application form, proof of evidence (such as official exam timetable issued by school, flight itinerary, boarding pass showing candidates' name and date) **must be provided** for further consideration and arrangement. **本中心保留最終決定權。THKMC reserves the right of final approval.**
- 所有經本中心遞交之報名，一律安排於香港區進行考試。Examinations will take place in Hong Kong for enrolments submitted via THKMC.
- 考生不可於同一考試時段內報考相同等級及樂器多於一次。No more than one entry will be accepted per candidate per session in the same grade and subject. 本中心一律不會發還多繳付之金額。Over-payment will not be refunded.

### 個人資料 (資料保障條例 1998) Personal Data (Data Protection Act 1998)

- 提供之資料必須絕對正確及清晰填寫 Data provided must be accurate and clearly written.
- 提供之資料將會受「英國資料保障條例 1998」保障。資料將用於考試行政及學術調查/研究上。Data will be under protection of “UK Data Protection Act 1998”. Data provided will be used for examination administration and Data will be under academic research.

- 根據香港個人資料(私隱)條例，任何人士若能證明其為提供資料的當事人，在繳付有關費用後，可向本中心提出查閱其個人資料的申請。有關資料包括個人資料、聯絡方法及其他資料，可能會送交相關考試機構，如有需要，申請人/考生可直接向所屬考試機構申請查閱其個人資料或有關資料處理的政策。

閣下資料將用作推廣用途包括及不限於考試、講座、研討會、活動等。

\*如閣下不希望你的個人資料作此用途，請將有關要求電郵致 info@trinitycollege.com.hk 通知報名中心。

In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the THKMC. Please also note that applicants'/candidates' personal data/correspondence/other information received by the THKMC may be referred to the Examination Board concerned. Applicants/candidates should approach the Examination Board directly for their personal data/information handling policies if necessary.

Your information will be used for promotional purposes including but not limited to exams, lectures, seminars, and other activities.

\*If you do not wish your personal data to be used for the said purposes please Email to registration office info@trinitycollege.com.hk to the Registration office.

### 考試費用 Examination Fee

- “全數考試費用”(包括考試費，翻譯費及逾期報名附加費)必須於報名截止日期前繳交。詳情請參閱「報名及繳費程序」The “full fee” (including examination fee, interpretation fee and late-entry surcharge) have to be paid prior to entry submissions before the enrollment deadline. Please refer to “Enrolment and Payment Procedures” on next page for details.
- 申請人有責任核對繳付時之“考試費用及收據上任何資料”無誤，如需作出更改，本中心有權拒絕或向申請人額外徵收行政費用。本中心亦不會發還多繳付之金額。Applicants must ensure the paid amount and information on the receipt are in accordance with “full fee”; the application maybe rejected or administration fee will be charged if there is payment discrepancy. Over-payment will not be refunded.

# 報名及繳費程序 Enrolment and Payment Procedures

## 1. 報名途徑及有關資料 Enrolment Methods & Information

報名途徑 Enrolment Method	報名詳情 Enrolment Details	須遞交之文件 Submitted Documents	付款方式 Payment Method	報名日期 Enrolment Dates
柏斯音樂 Parsons Music	親身往任何一間柏斯音樂分店遞交 Submit in person to any Parsons Music branch. (持有效重報准許證者除外) <b>(Except Re-entry)</b>	1. 填妥之報名表格 Completed entry form(s) 2. 附考生照片之身份證明文件副本 Photocopy of Candidates' Photo Identification 3. 柏斯音樂所發收據 Receipts issued by Parsons Music 4. 其他有關文件 Other relevant documents	現金Cash 或 EPS繳費	詳情可掃描 以下QR CODE 瀏覽有關資料 Please scan below QR code for related information. 
郵遞*或 親身遞表 By Post/ in person	聖三一(香港)音樂中心郵遞地址 THKMC Mailing Address : 尖沙咀漆咸道南39號鐵路大廈8樓 8/F, Railway Plaza, Chatham Rd. South, Tsimshatsui	1. 填妥之報名表格 Completed entry form(s) 2. 附考生照片之身份證明文件副本 Photocopy of Candidates' Photo Identification 3. 支票 Cheque 4. 其他有關文件 Other relevant documents #5. 回郵信封並貼上足夠 郵資，作寄回"臨時收據"之用 Self-addressed envelope with stamp for receiving "Temporary Receipt"	支票 Cheque	
網上報名 Online	www.trinitycollege.com.hk (持有效重報准許證者除外) <b>(Except Re-entry)</b>	1. 填妥之報名表格 Completed entry form(s) 2. 附考生照片之身份證明文件副本 Photocopy of Candidates' Photo Identification 3 其他有關文件 Other relevant documents 4. 補充文件 (如:不能應考日期及相關證明文件, 樂器要求等)電郵到 info@trinitycollege.com.hk Supplementary information (e.g. unavailable exam date & related supporting documents, requirement of instrument) please email to info@trinitycollege.com.hk	網上PPS	

#如沒有提供回郵信封並貼上足夠郵資，將不會收到"臨時收據" If self-addressed envelope with stamp is not attached to the form,

"Temporary Receipt" will not be provided

\*必須使用掛號投寄。如因郵遞遺失，聖三一(香港)音樂中心概不負責。Must be sent by Registered Mail.

Trinity Hong Kong Music Centre shall not be responsible for any loss in the mailing process.

## 2. 有關繳費 Payment Issues

- 支票抬頭請寫:聖三一(香港)有限公司。  
Please make cheque payable to Hong Kong Trinity Limited.
- 請務必在支票背面寫上申請人姓名。  
For payment by cheque please remark applicant's name on the back of cheque;
- 如因任何理由導致退票，使考試費未能在報名截止日期前存入本中心戶口，該申請將視為逾期報名，本中心亦將徵收附加費。  
Delay due to cheque return will not be considered; administration fee will be charged.
- 如於柏斯音樂報名，請於櫃檯繳費。  
For enrolment through Parsons Music, payment is to be made at the cashier/counter.
- 詳情請參閱網頁資料。  
Please refer to Trinity Hong Kong website for details: <http://www.trinitycollege.com.hk>
- 已繳付的考試費，概不退還，並只用作是次申請的考試不能延至下一期考試。遞交後的申請均不可更改科目或等級。  
Fees paid are not refundable and cannot transfer to future exam session. Both subject and grade of submitted applications cannot be changed.

## 3. 正式收據 Official Receipt

- 正式收據通知會以**電郵方式**交予申請人。如申請人於報名截止日期後8星期仍未收到該確認通知，請即聯絡本中心。  
Official Receipt will be issued to applicants **by email**. Please notify THKMC if confirmation is not received 8 weeks after the enrolment closing date.

## 4. 准考證 Appointment Slip

- 准考證將會以平郵寄予申請人。  
Appointment slips will be issued by post to applicants.
- 如申請人於考期前1個月仍未有收到准考證，請即聯絡本中心。**聖三一(香港)音樂中心恕不負責郵遞上之損失。**  
Candidates should contact THKMC if they do not receive appointment slips 1 month prior their exam. **THKMC does not bear the responsibilities for any loss in the mailing process.**
- 考生必須帶備准考證出席考試，如考生遺失准考證，申請人必須向本中心作書面申請補領，而本中心有權向申請人徵收行政費用。考生必須在考試前不少於7天親臨/委託他人到本中心補領准考證。  
Candidates must attend the examinations with the examination appointment slips. If the appointment slip is lost, applicants have to apply for a "duplicate" by letter to THKMC. Administration fee will be charged for the re-issuing of examination appointment slips. If candidates do not receive the examination appointment slips before the examinations, please come to THKMC office to collect the "duplicate" one in person / by authorized person. This has to done at least 7 days before the examinations.

## 5. 有關成績 Examination Report

- 若考生在考試完畢後3個月仍未收到成績，請與聖三一(香港)音樂中心聯絡。  
Candidates should contact THKMC if they do not receive examination report within 3 months after examination.

## E. For Two-unit diplomas: 報考由單元一及單元二組成的考試適用

### For ATCL and LTCL Teaching diplomas

All candidates must initially enter for both units at the same time, using a separate entry form for each unit. If either unit is not passed, it may subsequently be entered individually. All submitted materials for Unit 1 must be included with the entry.

第一次報考此科目之考生必須同時報考兩個單元(每單元用一張報名表)。已經應考而其中一單元不合格者，可選擇只報考不合格的單元(需提供所有有關文件)。

Please confirm which Unit you are entering 此表格報考之單元為：

(1) Unit 1  (2) Unit 2

If you have already passed unit one of your diploma, please tell us here 請選擇已合格之單元(如適用)

Unit already passed 已合格之單元  (1) Unit 1  (2) Unit 2 Candidate number 考生編號：\_\_\_\_\_

## F. Fees 費用

I enclose fees cheque (cheque / receipt issued by Parsons Music) with this entry of:

已附上支票 / 柏斯音樂所發的收據：

Fee 費用 \_\_\_\_\_ (or Unit 1 fee where applicable 單元一費用)

Unit 2 fee 單元二費用 \_\_\_\_\_ (if applicable 如適用)

Total HK Dollars 合共港幣 \_\_\_\_\_

Type of fee 費用類別:

Please tick the type of fee in the box below

請選擇以下費用類別

Full fee 全費

Re-entry 申請重考

This must be accompanied by a valid re-entry permit (submit to our office in person only)

考生必須附上有效重報准許證

(只限親身遞交至本中心)

## G. Applicant's agreement and signature 申請人同意及簽署

Checklist:

Completed entry form 報名表

Photocopy of candidate's photo identification 身份證明文件副本

Cheque 支票

Receipt issued by Parsons Music 柏斯音樂所發的收據

Documents for prerequisites (if applicable) 報考資格(如適用)

Approval letter for own choice repertoire (if applicable) 曲目批核信(如適用)

Self-addressed envelope (enrolment by post) 回郵信封(適用於郵遞報名)

I do not agree to receive the latest information of Trinity's activities. (Eg. Examinations, Seminars, Courses etc.)

本人不同意接收聖三一的活動資訊(如考試, 研討班, 課程等)

I understand and undertake to abide by the current regulations of Trinity Hong Kong Music Centre applicable to the Trinity examinations held in Hong Kong, and the conditions stated in the "Enrolment Information" & "Personal Data (Privacy) Ordinance"

本人明白並承諾遵守聖三一所訂下的術科考試規則, 包括《報名須知》及《個人資料(私隱)條例》內列明的各點。

Applicant's Signature

申請人簽署 \_\_\_\_\_

Date

日期 \_\_\_\_\_

## H. Special needs candidates 特別安排

Disability (e.g. partially sighted) \_\_\_\_\_

情況(例如: 視障)

Requirements (e.g. enlarged examination paper) \_\_\_\_\_

特別需要(例如: 放大考試卷)

Please include a Special Needs Request form to explain the nature of the special needs as much details as possible. This is available to download from [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk), from your Centre Representative, or from Trinity's Head Officer. First-time entry for dyslexic candidates must be accompanied by a copy of a current psychologist's report.

請攜同注明有詳細特別安排需要之證明文件。

有關文件可在 [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk) 下載, 或於香港聖三一音樂中心索取。

首次登記之考生請攜同與醫生證明書副本一併遞交。

## TRINITY HONG KONG MUSIC CENTRE

8/F, Railway Plaza, 39 Chatham Road South

Tsimshatsui, Kowloon, Hong Kong

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