2024 Registration and Payment Procedures

(MUSIC and ROCK & POP)

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

All Application Forms must be duly completed and submitted to TCM Examinations Pte. Ltd. **before** the published closing date **with FULL payment** of the examination fees, otherwise TCM will not be able to accept the application. **Incompleted Application Forms may delay the process of registration.**

- Attach any relevant documents to the application form for **Special Needs students**. Candidates with special needs will be required to fill in a "reasonable adjustment form" (available online from the Trinity website or from TCM Examinations) and **submit it together with doctor's report upon registration. We will not be able to accept any submission or special request after the closing date.**
- Payment Mode : **PAYNOW to TCM Examinations Pte Ltd - UEN No. 201633178Z**
  - Email application form and proof of payment.
  - **Indicate** Candidate's Name or Name of School under "Comments"
- For Government Schools' registration, please kindly email us directly.
- **NO Withdrawal** of examinations will be allowed after the closing date of registration.
- Once candidates are registered for examination, examination fees are non-refundable and non-transferable even if the candidate(s) does not turn up for examination.

Absence for examination :

- According to the syllabus, if a candidate is **absent** for examination due to **medical reason** and is unable to take examination within the same exam period, he/she may apply for a re-entry permit* by submitting the **original** medical certificate to TCM Examinations Pte. Ltd. within 14 days from the exam date. Trinity College London will then issue a 50% re-entry permit after verification
  *This re-entry permit can be used for the next exam within 12 months of the original exam date upon payment of 50% of the examination fees current at the date of entering for the next exam session.
  If this re-entry permit is used towards entry for an examination at a higher level, any difference in fees is payable.
- If the registered candidate is absent for examination, Teachers/Schools will not be allowed to put in another candidate as a replacement.

Late Entries :

- Please take note that entries will not be accepted if received less than 14 days before the exam period commences. Anyone who wishes to make a late entry must contact the local exam office directly. Entries and payment which are received after the closing date of the registration period will be subjected to the following surcharges :
  - Between the closing date and 21 days before the exam period commences
    Late Charges : Plus 50% of the published examination fees.
  - Between 20 days and 14 days before the exam period commences
    Late Charges : Plus 100% of the published examination fees.

Certificate Replacement :

- A **fee** is payable for each **certificate** replacement. *Please check with the local exam office for the fee*. Candidate must email a copy of the examination result for application of certificate replacement. The local exam office can only proceed with the request upon receiving the payment and a copy of the examination result from the candidate.

Amendment Charges :

- Any changes, amendments and refunds will be subjected to administrative charges **from** SGD15.00 *Please kindly check with the local exam office for the exact fee*. **No waiver at any circumstances.**

ALWAYS check from the Trinity Website for any changes in procedures and syllabus updates.
www.trinitycollege.com