

# 2011-2012

## Application Form

273 Bloor Street West, Toronto, ON M5S 1W2  
 Phone: (416) 408-5019  
 Fax: (416) 408-1538, (416) 408-3151  
 www.examinations.rcmusic.ca



By submitting an application form to The Royal Conservatory Examinations, the candidate agrees to abide by all policies stated on the second page of this Application Form, as well as the rules and regulations laid out in the RCM syllabi. Please use a separate Application Form for each examination.

### Examination Session

Please select the session:

**Application Deadline:**  
**Theory Examinations:**  
**Piano Examinations:**

**April**   
 January 10, 2012  
 N/A  
 April 19-21, 2012

**For Office Use Only**

**Candidate Information** Today's Date: \_\_\_\_\_

Have you previously taken an examination? No  Yes  If yes, then enter your RCME Number:

Date of birth: Day   Month   Year

Email: \_\_\_\_\_  
 Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Apt. No. \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Daytime Telephone \_\_\_\_\_ Extension \_\_\_\_\_

Check here if the above address is a new address  Previous Address \_\_\_\_\_

**YES!** Sign me up to be the first to hear about amazing concerts, special events and extraordinary offers from The RCM.

### Examination Information – Refer to page 3 of this Application Form for grade, subject, part, and category codes.

Centre Name \_\_\_\_\_ Please check here if you are **more than 100 km** from the nearest centre

For what **grade and subject** are you applying? \_\_\_\_\_

For Grade 10 and ARCT Supplemental Examinations – please specify the section(s) \_\_\_\_\_

**Centre Code**    **Grade**    **Subject**    **Category Code**    **Part Code**  
 (refer to pages 3)    **Code**    **Code**

        **P**        

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1   2   3   4   5   6   7   8   9

### Payment Information – For examination fees please refer to pages 4 and 5

Examination Fee                      \$                      \_\_\_\_\_

Payment by:     Cheque/Money Order     VISA     MasterCard     AMEX

Other Fees (ex. Late Fee - \$45)    \$                      \_\_\_\_\_

Paper Handling Fee                      +\$                      18.00

Total Fees                                      \$                      45.00

Less Credit (if applicable)                      - \$                      \_\_\_\_\_

Credit Card no: \_\_\_\_\_

Expiry Date (mm/yy)      /

Total Payment Enclosed                      \$                      \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### Teacher Information – The Royal Conservatory Examinations will share the results of this examination and your examination history with your teacher. Teacher

No.:      Have you previously submitted candidates for examinations with The Royal Conservatory Examinations? No  Yes

Teacher Name: \_\_\_\_\_ Teacher Phone No.: \_\_\_\_\_

Teacher Address: \_\_\_\_\_

# Application Policies

## General

- Applications may **not** be withdrawn once submitted to The Royal Conservatory Examinations
- Once registered for a specific examination session, candidates may **not** change from one session to another.
- The Royal Conservatory Examinations will make reasonable efforts to accommodate special needs requests, however they **cannot be guaranteed**.
- The Royal Conservatory Examinations reserves the right to withhold marks and records of candidates with **outstanding fees or surcharges**.
- Candidates are responsible for confirming their examination schedule online 2 weeks before the start of the examination session.
- Candidates may access their results (including marks and/or examiner comments and/or marked theory papers) online by clicking on the “Examination Results” section from the homepage.
- Candidates may be asked to present photo identification before being admitted in the examination room.
- The Royal Conservatory Examinations will share a candidate’s examination history and results with the teacher indicated on the application, if applicable.
- Mailing List option: The RCM will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. If you would like to be removed from the mailing list, contact us by email at [subscriptions@rcmusic.ca](mailto:subscriptions@rcmusic.ca)
- Applicants will be charged:
  - \$20.00 for a returned cheque.
  - \$25.00 for the processing of incomplete application forms.
  - \$45.00 late processing fee for online applications submitted after the deadline date. Faxed or mailed applications postmarked after the deadline date will not be accepted.

## Piano Applications

### Online

- Requests for specific examination timeslots **cannot be accommodated**.
- Once timeslots for a particular examination centre are filled, candidates will be assigned a timeslot either in the **original centre of their choice or at the nearest available centre**.
- Piano candidates agree to appear for the examination **as scheduled**.
- Scheduling and availability of examinations are at the sole discretion of The Royal Conservatory Examinations.

### By Fax or Mail

- By submitting a mailed or faxed application, piano candidates agree to appear for the examination **as scheduled**.
- Scheduling of mailed or faxed applications begins once the online application service is no longer available.
- The Royal Conservatory Examinations can only confirm receipt of mailed or faxed applications through “Examination Scheduling” on our website.
- Candidates **may be transferred to a nearby centre** if all timeslots at their chosen centre have been filled.
- Examination schedule information will be available online under “Examination Scheduling” 3-4 weeks after the application deadline.

## Credits and Refunds Policies

- No credits / refunds are granted to candidates who fail to appear for their scheduled examination (there are no academic penalties for missed examinations).
- No credits and/or refunds **on amounts under \$10.00**.
- If you cannot attend your practical or theory examination due to:
  - Direct time conflicts with a school examination
  - Medical reasons that involve the candidate then you can apply for an examination credit (formerly called a “fee extension”) for the full amount of the examination fee OR a 50% refund of the examination fee.

### PLEASE NOTE:

- The “**Credits/Refunds Request Form**” should be downloaded (from “Online Forms”), filled in and submitted to RCM Examinations along with supporting documentation (e.g., a letter from a physician or school authority on school letterhead).
- Requests must be submitted to The Royal Conservatory Examinations in writing no later than two weeks after your examination date. Requests received after this time will be denied.
- You must indicate **at the time you submit your Request form** whether you are applying for a credit for the full examination fee or a 50% refund of the examination fee. Changes are not permitted after submission.
- Approved examination credits must be used within one year for one of the examination sessions stipulated in the current Credits/Refunds Request Form, and are non-transferable and cannot be extended beyond one year.
- The credit will be automatically applied the next time you register online. The Royal Conservatory Examinations will NOT automatically register you for another session.

**Credits and Refund requests may be submitted to the Credits/Refunds Committee by fax: (416) 408-1538 and (416) 408-3151, or by mail to: The Royal Conservatory Examinations, 273 Bloor Street West, Toronto, ON M5S 1W2.**

# Examination Centres, Fees and Codes

Please refer to the following lists for examination and session availability.

## Legend for piano examinations

# = Introductory to Grade 9    % = Introductory to Grade 10    & = Introductory to ARCT

APRIL SESSION					
<b>ALBERTA</b> 610 Calgary SW& 625 Edmonton Central &	<b>BRITISH COLUMBIA</b> 706 Burnaby & 776 Richmond South & 781 Vancouver West #	<b>MANITOBA</b> 481 Winnipeg NW & <b>NOVA SCOTIA</b> 350 Halifax &	<b>ONTARIO</b> 134 Hamilton & 149 London & 172 Ottawa &	<b>ONTARIO</b> 151 Markham # 019 Mississauga S & 016 Toronto North #	<b>QUEBEC</b> 240 Montreal # <b>SASKATCHEWAN</b> 565 Saskatoon #

PRACTICAL PIANO CODES AND FEES			
Grade	Grade Code	Category Code	Fees
Introductory	00		\$80
Preparatory A	00	PA	\$84
Preparatory B	00	PB	\$90
Grade 1	01		\$100
Grade 2	02		\$102
Grade 3	03		\$106
Grade 4	04		\$108
Grade 5	05		\$112
Grade 6	06		\$125
Grade 7	07		\$136
Grade 8	08		\$157
Grade 9	09		\$189
Grade 10	10		\$322
Grade 10 Split (Repertoire Only)	10	P	\$216
Grade 10 Split (Technical Requirements, Ear Tests and Sight Reading)	10	P	\$216
ARCT Performer's	11	P	\$533
Piano Pedagogy Certificate Program			
Grade	Grade Code	Category Code	Fees
Elementary Piano Pedagogy Viva Voce	11	TE	\$254
Intermediate Piano Pedagogy Viva Voce	11	TI	\$293
Advanced Piano Pedagogy Practical	11	D1	\$325
Advanced Piano Pedagogy Viva Voce	11	D2	\$325
Elementary Piano Pedagogy Written			\$120
Intermediate Piano Pedagogy Written			\$125
Advanced Piano Pedagogy Written			\$162
Supplemental Practical Examination Fees			
Grade 10			Fees
Technical Requirements			\$126
Ear Tests			\$114
Sight Reading/Sight Singing			\$114
Orchestral Excerpts (where applicable)			\$126
Studies (Harp, Organ, Recorder, Speech Arts & Drama only)			\$126
Discussion (Speech Arts Only)			\$114
Piano Pedagogy Certificate Program			
Advanced Piano Pedagogy Technical Requirements			\$144
Advanced Piano Pedagogy Sight Reading or Ear Tests			\$126