



RCM EXAMINATIONS

5865 McLaughlin Road, Unit 4, Mississauga, Ontario L5R 1B8
Tel: (905) 501-9553 Fax: (905) 501-0909 www.rcmexaminations.org

**2009-2010
Licentiate
Registration**

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

Examination Session

Please select the session:

Winter

Spring

Summer

Registration Deadline: November 3, 2009

March 2, 2010

June 1, 2010

Theory Examinations: December 11 & 12, 2009

May 14 & 15, 2010

August 6 & 7, 2010

Practical Examinations: January 18 – 30, 2010

June 7 – 26, 2010

August 9 – 21, 2010

For office use only

Candidate Information

Today's Date: _____

Have you previously taken an examination? No Yes If yes, 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 Royal Conservatory.

Examination Information

Centre Name: _____ Centre Code (refer to page 3)

Payment Information

Examination Fee \$ 649.00 Payment by: Cheque/Money Order VISA MasterCard Amex

Other (ex. Late Fee) \$ _____ Credit Card No.: _____

Total Fees \$ _____ Expiry Date (mm/yy):

Less Credit (if applicable) \$ _____ Cardholder Signature: _____

Total Payment Enclosed \$ _____

Teacher Information

RCM 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 RCM Examinations? No Yes

Teacher Name: _____ Teacher Phone No.: _____

Teacher Address: _____



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General Registration Policies

General

- Registrations may **not** be withdrawn once submitted to RCM Examinations.
- Once registered for a specific examination session, candidates may **not** change from one session to another.
- RCM Examinations will make reasonable efforts to accommodate special needs requests, however they **cannot be guaranteed**.
- RCM 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.
- RCM Examinations will share a candidate’s examination history and results with the teacher indicated on the registration, 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
- Applicants will be charged:
 - \$20.00 for a returned cheque.
 - \$25.00 for the processing of incomplete registration forms.
 - \$40.00 late processing fee for online registrations submitted after the deadline date. Faxed or mailed registrations postmarked after the deadline date will not be accepted.

Piano Registrations

Online

- Prior to the registration deadline, registered piano candidates may choose a date and time for their examination and may change their schedule **as availability permits**.
- Examination timeslots are available on a **first-come, first-served basis**.
- 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 RCM Examinations.

By Fax or Mail

- Requests for specific examination timeslots on mailed or faxed registrations **cannot be accommodated**.
- By submitting a mailed or faxed registration, piano candidates agree to appear for the examination **as scheduled**.
- Scheduling of mailed or faxed registrations begins once the online registration service is no longer available.
- RCM Examinations can only confirm receipt of mailed or faxed registrations 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 registration deadline.

Non-piano Registrations

Online, Fax or Mail

- RCM Examinations can only confirm receipt of mailed or faxed registrations through “Examination Scheduling” on our website.
- Scheduling information is available online starting approximately 3 – 4 weeks after the deadline and is updated on an on-going basis as examinations are scheduled.
- Scheduling and availability of examinations are at the sole discretion of RCM Examinations.
- By submitting a registration, non-piano candidates agree to appear for the examination as scheduled.
- Non-piano examinations are not guaranteed to take place in all centres. Non-piano candidates, whose examinations cannot be scheduled in the centre originally requested, will be notified by RCM Examinations. These candidates may be transferred to another centre or may request a Credit for the examination fee.

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 RCM 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. RCM Examinations will NOT automatically register you for another session.

Credits and Refund requests may be submitted to the Credits/Refunds Committee by fax: (905) 501-1290, or by mail to:

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Licentiate Policies

Examination Centres

Please refer to the following lists for examination and session availability. Licentiate examinations are available in select centre and are not guaranteed to take place at all centres each session. Licentiate candidates whose examinations cannot be scheduled in the centre originally requested will be notified by RCM Examinations.

ALBERTA

610 Calgary SW
625 Edmonton Central

BRITISH COLUMBIA

706 Burnaby
785 Vancouver Central
783 Victoria

MANITOBA

483 Winnipeg East

NEWFOUNDLAND

331 St. John's

NOVA SCOTIA

350 Halifax

ONTARIO

151 Markham
162 Ottawa Central
000 Toronto Central

QUEBEC

240 Montreal

SASKATCHEWAN

560 Regina
565 Saskatoon

Eligibility

To be eligible to take the Licentiate examination candidates must meet specific criteria.

Prerequisites

ARCT in Piano Performance diploma

Equivalencies

Candidates who hold a degree in music, or another equivalent, may be eligible for exemptions (please consult syllabus for further detail)

For more information on examination requirements and policies please consult the Syllabus.

How to Register

Complete and submit the following forms:

- Licentiate Registration Form
- Transfer Credits and Exemptions Form
- Examination Program Form

Completed registration forms must be submitted by fax: (905) 501-1290, or by mail to:

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If you have further questions about registering for the Licentiate Examination, please contact Candidate Services at (905) 501-9553.