

## Lowrey Music School – LCM Exam

Dear Parents/Students,

We are pleased to inform you that your child is eligible for the piano practical/theory examination. Kindly complete the form below to apply for the stated examination. Please read through the terms and conditions and check that all information given is accurate. Please submit the form, examination fee (non-refundable) and administration fee of **\$5.00** (for Lowrey students only) or postage fee of **\$10.00** (for CC students only) by \_\_\_\_\_. Your cooperation is greatly appreciated.

Yours sincerely,

\_\_\_\_\_  
Teacher's name & signature

Name of student:																									
IC No: _____						Age: _____						Gender: F / M													
Tel: _____						HP: _____						Date of Birth: _____													
Address: _____																									
Examination: Piano (LCM) for 20____																									
Grade _____						Fees _____						Date of Examination: _____													
(inclusive of admin charge)																									
Confirmation:																									
I confirm that I have read, understood and agreed to the School's terms and conditions as set forth below. I deem the above information accurate and will not hold the School responsible for any mistakes made.																									
Parent's name: _____													Parent's signature: _____												

### Terms and Conditions:

1. For CC students, a postage fee of \$10 is payable to the School for the reimbursement of sending the exam notice, results and certificate by registered post.
2. The School reserves the right to require any student to withdraw from the exam and/or to withhold the exam results and/or certificate should the student default from the payment of school fees or terminate his/her lesson.
3. The School cannot be held responsible for any expenses, reimbursement or refund of any fees, including any amendments of applicant details, e.g. changes to the name, IC number or grade of the applicant.
4. The School will give a refund of the examination fees should the School fail to enroll the student after receiving both the application form and examination fees.
5. The School will not be responsible for the suitability of the time slot.
6. **All practical exams will be held from Monday to Friday between 9am to 530pm. There is strictly NO changing of exam schedule unless there is a direct clash with supporting documentary evidence. The option exists for you to transfer to an alternative public centre, subject to availability. A transfer fee of £20 (approx. S\$35) will be charged by the exam board.**
7. If you are unable to take an exam at the scheduled time for medical reasons, you will be permitted to re-enter for the same exam on payment of half the exam registration fee. Attendance Notice of the original exam, medical certificate and exan re-entry registration must be submitted.
8. Students have to read through and abide by the exams rules and regulations stated on <https://lcme.uwl.ac.uk/media/1386/regulations-and-information.pdf>.

<b>For Office Use</b>		
Receipt no.: _____	Amount: _____	Date: _____
Cashier's signature: _____		