

How to complete the GEF1 (2009) entry form

1. IMPOSSIBLE DATES

Please indicate dates on which it is not possible to hold the examinations. The number of unavailable or impossible dates should be kept to a minimum as the Academy cannot guarantee that preferences can always be met.

2. TOTAL EXAMINING TIME

This is the total time for all Examinations, Presentation Classes, Class Awards and/or Demonstration Classes, excluding breaks. This information is used when planning the tour.

3. PART A – CENTRE INFORMATION

The information required in this section relates to the centre entering the candidates for their Examinations, Presentation Classes, Class Awards and/or Demonstration Classes.

- 3.1 The name of the Principal is the individual who is the owner of the centre or who administers it on behalf of an owner.
- 3.2 The name of the centre should be the centre which is entering the pupils for their Examinations, Presentation Classes, Class Awards and/or Demonstration Classes.
- 3.3 The Centre ID is the number which has been assigned by the RAD.
- 3.4 The centre address is the normal mailing address of the centre.
- 3.5 Please give a telephone number where the Academy can contact the centre and the teacher during office hours.

4. PART B – EXAMINATION CENTRE INFORMATION

This section lists the centre where the Examinations, Presentation Classes, Class Awards and/or Demonstration Classes will take place. This may differ from the centre address in Part A.

- 4.1 Please list the full Examination Centre name and address.
- 4.2 Please give a telephone number where the examiner can get hold of the teacher or individual responsible in case of emergencies on the examination day. A mobile number would be most appropriate.

5. PART C – REGISTERED TEACHER DETAILS

This section provides information on the registered teachers who have taught the candidates.

- 5.1 Please list the membership ID, first name and family name of each teacher.
- 5.2 The address for any correspondence (if different from Part A) and the contact numbers for any of the teachers or the principal (if different from Part A). When ticking the 'Administrator' box please ensure that their name is included in the space provided. It is important to note that the nominated person will receive the examination results and accompanying documentation. This person will also be the main contact person should the Academy need to discuss arrangements for the examination at any time. Please indicate whose address and contact details have been listed.

6. PART D – FEES

Fees for all Examinations, Presentation Classes, Class Awards and/or Demonstration Classes are published in *diary* which accompanies *dance gazette*, the *Fees Booklet* and on the Academy's website www.rad.org.uk. Please note, the fee for Presentation Classes and Class Awards is for the total number of candidates entered at each grade.

- 6.1 Insert the number of candidates entered for Examinations at each grade and the current fee.
- 6.2 Multiply the number of Examination candidates x fees and complete the total column.
- 6.3 Insert the number of candidates entered for Presentation Classes/Class Awards/Demonstration Classes at each grade and the current fee.
- 6.4 Multiply the number of Presentation Class/Class Award/Demonstration Class candidates by fees and complete the total in the appropriate total column.
- 6.5 The Additional Fees row should be used for any other services required (as advised by your Administrator e.g. additional fees for Special Examinations, Centre surcharges, etc).
- 6.6 Add up the number of entries for Examinations, Presentation Classes, Class Awards and/or Demonstration Classes and write separate totals in boxes (a) and (c).
- 6.7 Add the total Examination fees and the total Presentation Class/Class Award/Demonstration Class fees and write separate totals in the appropriate boxes (b) and (d). Add (b) and (d) together and write the combined total in the Overall Total Fees box. A cheque or other form of monetary order should be enclosed for this amount. If you are making an electronic bank transfer include a copy of the transfer or remittance advice. **Please do not enclose cash.**

7. PART E – TERMS AND CONDITIONS

The form should be signed and dated by the Principal and/or Teacher 1 (if different). By signing the form the signatory is agreeing to the conditions of entry as set out in the *Handbook and/or Specifications for Graded Examinations, Presentation Classes, Class Awards and Demonstration Classes*. Failure to sign will be taken as acceptance of the conditions. Centre submitting entries electronically need not sign the form but will be deemed to have agreed to abide by the conditions of entry. If your examinations are taking place at a centre other than your own it is that centre's responsibility to ensure that they are in accordance with RAD centre requirements.