



VMEB Certified Music Tutor Registration/Renewal Form

Vienna Music Examination Board

- New Registration** Read the "Certified Music Learning Centre & Exam Supervisor Guideline" before applying (available at www.vmeb.org)
- Renewal** (CT#.....)

Please fill in the form use CAPITAL letters.

PART A – PERSONAL INFORMATION

| | |
|------------------------|------------------|
| Surname: | Given Name: |
| Gender: | Date of Birth: |
| ID/Passport No.: | Issuing Country: |
| Corresponding Address: | |
| | |
| City: | Country: |
| Telephone no.: | |
| Email Address: | |

PART B – QUALIFICATION AND EXPERIENCES

Qualification and experiences must be proved by supporting documents.
(Part B is not required for renewal unless you have obtained new qualification and experiences)

Music-related Academic Level (Diploma, Bachelor, Master Degree, etc.)

| Name of Institution | Major Subject | Title Obtained | Year of Award |
|---------------------|---------------|----------------|---------------|
| | | | |

Musical Instrument Graded Exam Qualification

| Name of Music Examination Board or Exam Authority | Musical Instrument | Highest Grade Achieved | Year of Award |
|---|--------------------|------------------------|---------------|
| | | | |

Other Music-related Professional Qualification

| Name of Issuing Organization | Qualification | Year of Award |
|------------------------------|---------------|---------------|
| | | |

Musical Instrument Teaching Experience

| Name of Institution | Instrument | Position | Period |
|---------------------|------------|----------|--------|
| | | | |

Orchestral Performance Experience

| Name of Orchestra | Instrument | Period |
|-------------------|------------|--------|
| | | |

Music Competition Award/Prize

| Award/Prize Issuing Organization | Name of Award/Prize | Year of Award |
|----------------------------------|---------------------|---------------|
| | | |

PART C – REGISTRATION/RENEWAL FEE

| * You must fill in your “CT#” for renewal | Type of Musical Instrument | If not nominated by VMEB Certified Music Learning Centre | If nominated by VMEB Certified Music Learning Centre | Fee in EURO |
|--|----------------------------|--|--|-------------|
| | | New Registration or Renewal (3 years license) | New Registration or Renewal (3 years license) | |
| <input type="checkbox"/> New <input type="checkbox"/> Renewal - CT#..... | | EUR 100 | EUR 30 | |
| <input type="checkbox"/> New <input type="checkbox"/> Renewal - CT#..... | | EUR 100 | EUR 30 | |
| Total in EURO: | | | | |

If registration/renewal is by nomination, VMEB Certified Music Learning Centre must sign and stamp below.

| | | | |
|--|------------------------|--------------------|-------|
| <i>We agreed to nominate the applicant stated in PART A of this form to be registered/renewed as the Board’s VMEB Certified Music Tutor.</i> | | | |
| CMLC#: VMEB Certified Music Learning Centre: | | | |
| | | | |
| Signature of Authorized Officer <i>(with official stamp)</i> | Full Name of Signatory | Title of Signatory | Date |

PART D – TERMS AND CONDITIONS

1. The “Board” means Vienna Music Examination Board (Official name in German: Wiener Musik-Prüfungskommission).
2. The processing time for new registration/renewal normally takes about two weeks upon received all required documents. The Board has the sole discretion right whether to approve or reject any registration/renewal without giving any reasons. Registration and renewal fees will be used to cover the administration cost and hence will not be returned in any cases (including but not limited to unsuccessful registration or renewal).
3. VMEB Certified Music Tutor must strictly follow all rules and regulations set by the Board from time to time. The Board has the sole discretion to amend any of its rules and regulations at any time.
4. It is the responsibility of VMEB Certified Music Tutor to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which he/she conducts music teaching.
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified Music Tutor. VMEB Certified Music Tutor agreed to indemnify the Board and keep indemnified the Board against all legal liability, actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may arise or be made or taken against VMEB Certified Music Tutor. VMEB Certified Music Tutor agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified Music Tutor and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from the execution of activities performed or acted by VMEB Certified Music Tutor.
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified Music Tutor status at any time without any compensation to VMEB Certified Music Tutor and without holding any liabilities to VMEB Certified Music Tutor if the Board has received reasonable complaints against VMEB Certified Music Tutor, or that VMEB Certified Music Tutor acts in ways which the Board believes that such actions or activities may damage the reputation of the Board.
7. VMEB Certified Music Tutor is required to inform the Board within 14 calendar days should there be any changes of contact information.
8. VMEB Certified Music Tutor agreed that the Board has the right to include the name, contact and general information of VMEB Certified Music Tutor in the Board’s publications.

PART E – DECLARATION

I understand and undertake to abide by the Terms and Conditions applicable to the Board’s VMEB Certified Music Tutor. I confirm that all information provided by me are accurate and correct.

X
Signature of Applicant Date

Submit the following documents and payment by registered post to the Board’s International Exam Administration Office below.

- (1) **This VMEB Certified Music Tutor Registration/Renewal Form**
- (2) **Copy of ID card or passport of the applicant**
- (3) **Copy of supporting documents proving applicant’s qualification and experiences stated in PART B of this form**
- (4) **Two recent passport size photos + One extra photo for each musical instrument**
If you are registering to be VMEB Certified Music Tutor for more than one type of musical instrument, one extra photo is required for each additional musical instrument
- (5) **Payment of Registration/renewal fee**
Payment shall be made either by (1) bank demand draft in EURO currency; or (2) cheque in Hong Kong dollars (@EUR1=HKD12), payable to “SYSTECH TELECOM LIMITED”. All payments made are non-refundable and non-transferrable.

**Registration Division
International Exam Administration Office of
Vienna Music Examination Board
c/o Systech Telecom Limited
Room 403, 4/F, Valley Centre
80-82 Morrison Hill Road
Hong Kong**