



Vienna Music Examination Board

VMEB Certified Music Tutor Registration/Renewal Form

(This form NOT for Austria and Hong Kong region)

- 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 1: PERSONAL INFORMATION

Upon successful registration or renewal, the Board will issue a certificate which will be sent by post to the address in Part 1. Please ensure that you have filled in the address correctly.

Surname:	Given Name:		
Gender:	Date of Birth:	(day)	(month) (year)
ID/Passport No.:	Issuing Country:		
Address:			
	City:	Country:	
Telephone no.:			
Email Address:			

PART 2: QUALIFICATION AND EXPERIENCES (NOT required for renewal unless with new qualification and experiences) Qualification and experiences must be supported by relevant documents. Use separate sheets of paper if not enough space.

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 Exam Board or Exam Authority	Musical Instrument	Highest Level Obtained	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 (from....to....)

Orchestral Performance Experience

Name of Orchestra	Instrument	Period (from....to....)

Music Competition Award/Prize

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

PART 3: REGISTRATION / RENEWAL FEE

Instrument Type		<i>Use separate form if more than one instrument</i>
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Not by Nomination	By Nomination
New Registration / Renewal (3-year license)	New Registration / Renewal (3-year license)
EUR 100	EUR 36

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

<i>We agreed to nominate the applicant stated in PART 1 of this form to be registered/renewed as VMEB Certified Music Tutor.</i>			
CMLC#: VMEB Certified Music Learning Centre:			
..... Authorized Signature Name of Signatory Position of Signatory Date

PART 4: TERMS AND CONDITIONS

1. The "Board" means Vienna Music Examination Board.
2. The processing time for new registration/renewal normally takes about two weeks upon received all required documents and applicable fees. The Board has the sole discretion right to approve or reject any registration/renewal without giving any reasons. To cover the Board's administration cost, any payment made are non-refundable and non-transferable in any cases including but not limited to the event that your registration or renewal is not approved.
3. VMEB Certified Music Tutor must strictly follow all relevant rules and regulations set by the Board, which may be amended by the Board from time to time at the Board's sole discretion. Any rights granted by the Board are non-exclusive.
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 fully indemnify, defend and hold the Board (including the Board's associates and affiliates) harmless from and against any and all claims, lawsuits, actions, proceedings, demands, damages, costs and expenses whatsoever arising out of or relating to any activities conducted, whether directly or indirectly, by VMEB Certified Music Tutor, and 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 any activities conducted 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's license and rights 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 or engages in activities which the Board believes that such actions or activities may damage the reputation of the Board, jeopardize the general interest of the Board, or bring the Board into disrepute, damages or losses.
7. VMEB Certified Music Tutor is required to inform the Board within 14 days should there be any changes of contact information or particulars.
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 website and publications.

PART 5: DECLARATION

I understand and accept all the terms and conditions stated above, and confirm that all information provided by me are accurate and correct. I agreed that the Board may perform a background and information check on me including but not limited to contacting the law enforcement department or relevant authorities. I further acknowledge that I shall be facing and responsible for all legal consequences for providing any fake information or documents.

X
Applicant's Signature *Date*

After completing this form, please send the (1) **required documents** and (2) **payment receipt** of registration/renewal fee by email to international.admin@vmeb.org or by post to the address below.

Registration Division
 International Exam Administration Office
 Vienna Music Examination Board
 Room 101, 1/F, Kai Wong Commercial Building
 222 Queen's Road Central
 Hong Kong

Required Documents

1. [This VMEB Certified Music Tutor Registration/Renewal Form](#)
2. [Copy of ID card or passport of applicant](#)
3. [Copy of supporting documents proving applicant's qualification and experiences stated in PART 2 of this form. Qualification and experiences without proofs will not be considered.](#)
4. [Digital colour photo of applicant \(a close-up of head, in jpg or jpeg format, between 250KB and 5MB\)](#)

*The Board may request the applicant to provide additional information or documents

Payment Method

All payments made are non-refundable and non-transferrable. Payment shall be made by:

- [Credit card](#) or [PayPal](#) online in the Board's official website www.vmeb.org
- [Bank demand draft](#) in EUR currency payable to 'Vienna Music Examination Board Limited'
- [Telegraphic Transfer](#) (TT) in EUR currency. Contact the Board for TT/wire instruction

Corresponding Address

(This should be the same as the address in PART 1 of this form)

To:	
Address:	<div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div>
Country:	