

How to complete the GEF 1 entry form

- 1. PREFERRED DATES** Please indicate which dates for examinations are preferred.
- 2. IMPOSSIBLE DATES** Please indicate any 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.
- 3. TOTAL EXAMINING TIME** This is the total time for all Examination and Presentation / Demonstration Class entries, excluding breaks. Please complete this section.
- 4. PART A SCHOOL INFORMATION**
The information required in this section relates to the school entering the candidates for their Examinations and Presentation / Demonstration Classes.
 - The name of the School Administrator is the individual who is the owner of the school or who administers it on behalf of an owner.
 - The name of the School should be the school which is entering the pupils for Examinations and Presentation / Demonstration Classes.
 - The School ID is the number which the Academy has assigned the school. The school address is the usual mailing address of the school.

5. PART B EXAMINATION STUDIO ADDRESS (if different from above)
This section lists the address where the Examinations and Presentation / Demonstration Classes will take place. This may differ from the school address as there is a minimum requirement of hours to hold Examinations and Presentation / Demonstration Classes at a teacher's own studio.

- The examination studio ID is the number which the Academy has assigned the school. The examination studio ID will be the same as the school ID where the address is the same. If you do not know where the examinations will be held because you do not satisfy the minimum requirement, please leave this section blank and the RAD/Canada office will complete it for you.
- Please list the full studio address.
- You should list a telephone number so that the Examiner can get hold of you in case of an emergency on the examination day. A cell number would be the most appropriate.

6. PART C TEACHER DETAILS

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

- List the membership number and name of each teacher. This will enable us to ensure that we have the correct details. Please ensure each teacher reads and signs the form.
- The address for correspondence / results and the contact numbers can be any of the teachers or the principal. This nominated person will receive the complete forms, results and certificates and will be the main contact person should the Academy need to discuss the arrangements for the examinations at any time.

7. PART D FEES

Fees for all Examinations and Presentation / Demonstration Classes are available from the RAD/Canada office. Please note, for Presentation Classes, if you have eight or more candidates in a single Grade level, please use the lower fee amount.

- Insert the number of candidates entered for Examinations at each Grade and the current fee.
- Multiply the number of Examination candidates x fees and complete the total column.
- Insert the number of candidates entered for Presentation / Demonstration Classes at each Grade and the current fee.
- Multiply the number of Presentation / Demonstration Class candidates x fees and complete the total column.
- The extra box below the total boxes should be used for any other services required (eg. additional fees for Special Exam Surcharges).
- Add up the number of entries for Examinations and Presentation / Demonstration Classes and write separate totals in the appropriate boxes.
- Add the total Examination fees to the total Presentation / Demonstration Classes fees and write this amount in the "Grand Total Fees" box. A cheque or other form of payment should be enclosed for this amount. Please do not enclose cash.

8. The form should be signed and dated by the person accepting responsibility for entering the candidates, for receiving all written communications and for all payments due. All teachers are expected to have read the rules and regulations of the Royal Academy of Dance pertaining to Graded Examinations and Presentation / Demonstration Classes which are contained in its publication *Handbook for Teachers*.