



# VMEB Certified Music Learning Centre 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](http://www.vmeb.org))

**Renewal** (CMLC#.....)

Please fill in the form use CAPITAL letters.

## PART A: INFORMATION

Organization Name:	
Year of Incorporation:	
Address:	
City:	Country:
Telephone no.:	Fax no.:
Email Address:	
Website (if any):	
Contact Person Name:	
Contact Person Position:	
Contact Person Tel. No.:	
Contact Person Email:	

## PART B: BACKGROUND (Part B is not required for renewal)

How many years does your organization engage in teaching musical instrument lessons?	( ) yrs
List out all types of musical instrument lessons available at your organization?	
Does your organization provide private or group musical instrument lessons?	<input type="checkbox"/> Private one-to-one lessons only <input type="checkbox"/> Group lessons only <input type="checkbox"/> Both
How many teachers does your organization has for conducting musical instrument lessons?	Full-time teachers: ( ) Part-time music teachers: ( )
How many students currently learning musical instrument at your organization?	( ) students
What is the age range of your students learning musical instrument at your organization?	From age ( ) to age ( )
Which music exam boards or exam bodies are your students taking at the moment?	
In addition to musical instrument lessons, does your organization also provide other music programs (e.g. singing, music playgroup, theory)?	<input type="checkbox"/> Yes (please give details): <input type="checkbox"/> No
Is your organization an accredited learning centre or exam centre of any local or international music exam boards or other exam authorities?	<input type="checkbox"/> Yes (please give details): <input type="checkbox"/> No
Does your organization has any branches?	<input type="checkbox"/> Yes (No. of branches): <input type="checkbox"/> No
How many classrooms does your organization has for conducting musical instrument lessons (including classrooms in headquarters & all branches, if any)?	( ) classrooms

**PART C: REGISTRATION/RENEWAL FEE**

Location	New Registration or Renewal (3 years license)
<input type="checkbox"/> For registration in Austria	Waived
<input type="checkbox"/> For registration in other countries/regions (except Austria)	EUR 30

**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 and payments. 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 Learning Centre 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 Learning Centre to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which it operates, and to ensure that its operation conforms with all legislation, rules, regulations and statutory requirements in the territory from time to time.
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified Music Learning Centre. VMEB Certified Music Learning Centre 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 Learning Centre. VMEB Certified Music Learning Centre agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified Music Learning Centre and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from the activities performed or acted by VMEB Certified Music Learning Centre.
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified Music Learning Centre status at any time without any compensation to VMEB Certified Music Learning Centre and without holding any liabilities to VMEB Certified Music Learning Centre if the Board has received reasonable complaints against VMEB Certified Music Learning Centre, or that VMEB Certified Music Learning Centre acts in ways which the Board believes that such actions or activities may damage the reputation of the Board.
7. VMEB Certified Music Learning Centre is required to inform the Board within 14 calendar days should there be any changes of contact information.
8. VMEB Certified Music Learning Centre agreed that the Board has the right to include the name, contact and general information of VMEB Certified Music Learning Centre in the Board’s publications.

**PART E: DECLARATION**

We understand and undertake to abide by the Terms and Conditions applicable to the Board’s VMEB Certified Music Learning Centre. We confirm that all information provided by us are accurate and correct.

.....  
Signature of Authorized Officer (with official stamp)      Full Name of Signatory      Title of Signatory      Date

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

- (1) **This VMEB Certified Music Learning Centre Registration/Renewal Form**
- (2) **Copy of government/business registration document**
- (3) **Brochure, leaflet or a summary of your organization (for new registration only)**
- (4) **Photos of the room(s) to be used for the music exam. Piano must be shown in the photo(s)**
- (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 “DR. JAMES EDUCATION LIMITED”. All payments made are non-refundable and non-transferrable.*

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