

**Terms and conditions:**

1. New centres should be registered with the local Ministry of Education, the DFES/DIUS or relevant education/government authority in the UK
2. UK centres should be listed or applying for listing with BAC/ASIC/OFSTED or British Council
3. New centres must abide by the terms of the Trade Descriptions and Misrepresentations Acts – UK
4. Listing is for a period of three years as specified on your Listing Certificate. An application must be made for renewal in order to continue to offer OTHM courses beyond this period.
5. Registration also means that you will adhere to OTHM Centre regulations, including providing OTHM access to premises, people and records and to co-operate with the awarding body's monitoring activities.
6. UK centres teaching international students requiring entry VISAs must also hold a United Kingdom Borders Agency (UKBA) Tier-4 Licence
7. New centres must abide by the rulings of London South Bank University, The University of Hertfordshire & OTHM on the use and misuse of Titles and Logos
8. New centres must aim to recruit and commence teaching OTHM programmes within 12 months of being listed as an OTHM centre
9. 7.1 Centres that are required to make improvements to facilities and staffing, and require a second inspection visit will be also required to pay a further inspection fee of £250 (UK & Northern Ireland)  
  
7.2 Overseas centres will be required to cover costs of single OTHM inspection (i.e. airfares, board/lodging & airport transfers)
10. Registration fees:
  - 10.1. UK an EU centres £900 from 1<sup>st</sup> September 2009 (3 years listing)
  - 10.2. India and Pakistan - £600
  - 10.3. Other countries - £450
  - 10.4. Second centre or additional centre – UK £450, Overseas £300
  - 10.5. Second accreditation visit from OTHM – UK centres £300; (Overseas centres £200 + travel and accommodation for team members)
  - 10.6. Re-accreditation for listed centres £400 (3 years listing)
  - 10.7. Centre upgrade to Highly Commended or Centre of Excellence – £200