

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 1st 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

Legal obligations

1. To provide a full timetable, with tutorial support plus extra curricular activities to enhance the learning experience for OTHM students.
2. To forward to OTHM fees collected from students (on behalf of OTHM) for purposes of:
 1. Registrations
 2. Examination entry
 3. Appeals
 4. Renewal of membership

OTHM aims for an online registration and payment system to be fully operational in 2011.

The fees must NOT be used for expenditure on behalf of the college or agent, or held by the college and NOT forwarded to OTHM

Operation of OTHM courses:

Lecturer Quality - All OTHM centres must undertake to recruit lecturers that have recognised teaching & academic qualifications. OTHM lecturers also need relevant Tourism and Hospitality industry experience.

Should a centre decide for any reason to cease the teaching of the OTHM programmes, it agrees to give OTHM a minimum of 12 months' notice before OTHM lessons are stopped. In the case of OTHM students who have paid, or have committed to pay, more than 12 months' fees to the centre, the centre will refund any such fees, and relieve such students of any further financial obligations with them.

Should a centre fail to meet its obligations as described above, the centre will transfer all outstanding course fees for all OTHM students who have not completed course(s), directly to the students, who will arrange another teaching centre at which they may complete their studies. [Please note: OTHM will recommend specific centres to students.]

3.1. OTHM Copyright: ALL UK centres must hold a Copyright Licensing Agency (CLA) licence, and you are restricted to a maximum of 5% photocopies of OTHM materials produced in our workbooks.

3.2. Centres discovered illegally photocopying or printing OTHM workbooks (without the written permission of OTHM) will face legal action and a claim for compensation by OTHM

Special Note: OTHM reserves the right to visit centres (announced or unannounced) to check on the wellbeing of OTHM students, college facilities and the record keeping related to the OTHM students.