

# Examination Entry Form (New QCF Syllabus)

To be completed by OTHM Members who wish to sit for OTHM examinations.

**1. Your OTHM student registration number: S \_\_\_\_\_**

**Failure to enter your OTHM student number will result in your Examination Entry Form being returned to you**

<b>2. Name: (as you wish it to appear on your certificate) (block capitals please)</b>	
Title (eg. Mr, Miss, Ms, Mrs)	
First Name	
Surname	

<b>3. Your study centre: (If applicable)</b>
Name:
Address:
Country:

<b>4. Date of examinations you wish to sit:</b>			
Month		Year	

<b>If you have any disabilities that may affect your performance in any OTHM assessment, please describe and provide supporting medical evidence to accompany this form</b>

<b>5. Examination fees</b>	<b>Region 1 UK &amp; EU Centres</b>	<b>Region 2 Centres</b>	<b>Region 3 Centres</b>	<b>Exam Late Entry Fees All Regions</b>	<b>Exam very Late entry fee All Regions</b>
Level 3 Award (QCF)- examination fee included in registration fee				£30	£60
Level 4 Diploma (QCF) - per Unit	£50	£30	£25	£30	£60
Level 5 Diploma (QCF) - per Unit	£50	£30	£25	£30	£60
Level 6 Diploma (QCF) - per Unit	£55	£30	£25	£30	£60
Level 6 Diploma (QCF) - project	£75	£50	£40	£30	£60
Re-submission of Level 6 Diploma (QCF) - project	£60	£30	£25	£30	£60

**Special note:** Students taking examinations outside UK, please check your region exam fees (see OTHM website / Student Area)

**Special note:** This form is for students who have joined the New QCF Syllabus, if you are still on the old NQF syllabus (Professional Certificate, Diploma, Higher Diploma, Individual Certificate and Post graduate Diploma). Please see the student area on the website for the NQF Exam entry form.

## Examination Entry Form (New QCF Syllabus)

		LATE ENTRY £30 per paper	Very LATE ENTRY £60 per paper
<b>6. Please tick the examinations you wish to sit:</b>			
<b>Level 3 Award - Fee £100</b> (fee included in student registration) (Region 1)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Level 3 Award - Resit Fee</b> (Region 1 - £40.00)		<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHM Level 4 Diploma (Region 1 fee - £50.00. See over for other regions)</b>			
Dip4/1	Understanding the Tourism and Hospitality Industry	<input type="checkbox"/>	<input type="checkbox"/>
Dip4/2	Understanding the Tourism and Hospitality Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
Dip4/3	Understanding Communication and Customer Care in the Tourism and Hospitality Industry	<input type="checkbox"/>	<input type="checkbox"/>
Dip4/4	Understanding Accounting and Finance in the Tourism and Hospitality Industry	<input type="checkbox"/>	<input type="checkbox"/>
Dip4/5	Academic and Employability Skills	<input type="checkbox"/>	<input type="checkbox"/>
Dip4/6	Understanding Events Management in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHM Level 5 Diploma (Region 1 fee - £50.00. See over for other regions)</b>			
<b>Assignment Fee Unit 1 £70 (Region 1 – including UK) * Resubmission Project Fee (Zone 1) £55</b>			
Dip5/1	<b>Assignment:</b> Managing Marketing Objectives in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip5/2	Managing Marketing Planning in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip5/3	Managing Human Resources in a Tourism and Hospitality Organisation	<input type="checkbox"/>	<input type="checkbox"/>
Dip5/4	Managing Operations in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip5/5	Managing Financial Accounts in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip5/6	Managing Customer Relations in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHM Level 6 Diploma (Region1 - £55.00. See over for other regions)</b>			
<b>Assignment Fee Unit 6 £75 (Region 1 – including UK) * Resubmission Project Fee (Zone 1) £60</b>			
Dip6/1	Marketing Communications for Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip6/2	Working in the International Tourism and Hospitality Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
Dip6/3	Analysing Tourism and Hospitality Business	<input type="checkbox"/>	<input type="checkbox"/>
Dip6/4	Using Management Information Systems for Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip6/5	Strategic Human Resources Management in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Dip6/6	<b>Assignment:</b> Researching Tourism and Hospitality Operations	<input type="checkbox"/>	<input type="checkbox"/>
Dip6/6*	*Re-submission of Researching Tourism and Hospitality Operations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHM Level 6 Extended Diploma (Region1 - £55.00. See over for other regions)</b>			
<b>Project Fee Unit 1&amp;12 £75 (Region 1 – including UK) * Resubmission Project Fee (Zone 1) £60</b>			
Ext.Dip6/1	<b>Assignment:</b> Managing Marketing Objectives in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/2	Managing Marketing Planning in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/3	Managing Human Resources in a Tourism and Hospitality Organisation	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/4	Managing Operations in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/5	Managing Financial Accounts in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/6	Managing Customer Relations in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/7	Marketing Communications for Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/8	Working in the International Tourism and Hospitality Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/9	Analysing Tourism and Hospitality Business	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/10	Using Management Information Systems for Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/11	Strategic Human Resources Management in Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/12	<b>Assignment:</b> Researching Tourism and Hospitality Operations	<input type="checkbox"/>	<input type="checkbox"/>
Ext.Dip6/12	*Re-submission of Researching Tourism and Hospitality Operations	<input type="checkbox"/>	<input type="checkbox"/>

**Subtotal:**      £      £

**Final Total:**      £

# Examination Entry Form (New QCF Syllabus)

I understand that examination results and certificates will only be released through my study centre. I also understand that examination fees are not transferrable or refundable. I understand that I must be a registered OTHM student to be eligible to sit examinations.

Student Signature: \_\_\_\_\_ Date fees paid to centre: \_\_\_/\_\_\_/\_\_\_

Please ensure that your OTHM Student ID Card is brought with you as a form of identification when sitting examinations.

## 7. Study Centre/College Use Only

Name of Centre: .....

OTHM Examination Fee collected: £ .....

Name of college representative authorising this form: .....

Signature: ..... Date: .....

All Examination Entry Forms should be accompanied by a Cheque, Bankers Draft or Postal Order (payable to 'OTHM'). Payment may also be made directly to OTHM via a debit or credit card. See Credit/Debit Card section

## 8. Debit Card Section

Name of card holder:		Expiry date: ___/___
Card number:	<input type="text"/>	Start date: ___/___
Issue No (if Maestro):	Security code number (last three digits on the back of your card):	
Address of card holder (if different from overleaf):		
Post Code:		

Special note: All personnel information in the Credit/Debit Card Section is destroyed after the payment has been processed



# Examination Entry Form (New QCF Syllabus)

---