

OTHM Centre Checklist to register an OTHM student.

1. Get student to complete OTHM Student Membership Application form.
2. Collect appropriate OTHM registration fee from student.

Current fees:

- £100 for Introductory Certificate
- £60 for Professional Certificate
- £90 for Professional Diploma
- £120 for the Professional Higher Diploma

Students should make fees payable to your centre and NOT OTHM (Centre should sign and stamp student application form).

3. Complete OTHM spread sheet (Summary Sheet) if you have a batch of students
4. Send Summary Sheet plus copies of individual 'Student Membership Applications', plus a SINGLE cheque/draft **from the college** payable to **OTHM Ltd**
5. OTHM will confirm receipt and forward OTHM student registration numbers and welcome packs (within 10 working days of receipt of forms and payment)
6. New students are registered for Twelve months and will need to pay a standard renewal fee of £30 for their second or subsequent years.

OTHM Examination Entries and Resits

1. Issue student with OTHM examination entry form (all forms available from OTHM website)
2. Get student to complete form and collect appropriate examination fees
3. Both student and centre should sign examination entry form
4. Collate examination entries on single spread sheet provided
5. Forward spread sheet with summary of candidate names, examinations entered and appropriate fees [payable to OTHM Ltd]. A single cheque should be payable to OTHM by the centre and **NOT the students**
6. OTHM will aim to confirm examination entries (via the OTHM centre) within 10 working days from receipt of examination entry forms and payment.
7. Students will also be forwarded examination numbers and instructions, including venues, reporting times with their examination confirmations (via their OTHM teaching centre/college)

Examination fees for December 2006, June 2007 & December 2007

1. OTHM Introductory Certificate (£100 inclusive fee for project and Multiple Choice Exam & One year registration)

Special Note: *If an Intro student fails either the project or the Multiple Choice examinations- They will be required to pay a resit fee of £25 for each section. In theory if a student has to re-submit their project plus retake their exam, then the total resit fee is £50.*

2. OTHM Professional Certificate £35 per paper
3. OTHM Professional Diploma £35 per paper
4. OTHM Professional Higher Diploma £40 per paper (papers HDip1 to HDip5)
5. OTHM Professional Higher Diploma £60 for project HDip6

Late Entry Fee: Any late entry £10 extra per paper

Overseas OTHM Examinations (An additional £5.00 per paper is required to cover costs of British Council Invigilation- In some cases the British Council may require a higher invigilation fee- please consult your local OTHM centre)

Transferability & Refund policy

Special Note: Student registration fees and examinations fees are not refundable or transferable by OTHM

Information Dated November 2006 OTHM