The Organisation for Tourism
and Hospitality Management

OTHM Centre: Renewal of Registration

1. Please complete this form together with the Centre Review Audit Form
2. Your centre listing will be extended for a further three year period on condition your review is satisfactory.
3. The OTHM Board meets on a monthly basis and renewals will be reviewed at each board.
4. The OTHM Registrar will issue a covering letter and new certificate.
5. A re-registration fee of £400 is applicable for Centres in Region 1, £350 for Region 2, £300 for Region 3. (for details of regions – go to our website > Student Area).

Centre Name	
Address	
Web address	
Telephone (landline)	
Fax	
Centre E-mail	

Centre Key Contacts (Print Name):

1. Principal: _____

   Email: _____ Mobile: _____

2. OTHM Centre Director / Manager: _____

   Email: _____ Mobile: _____

3. OTHM Centre Coordinator / Administrator: _____

   Email: _____ Mobile: _____

Expiry Date of Centre OTHM Listing: Day ____ Month ____ Year _____

Special note: Colleges with more than one branch need to renew branch listings separately (Fee for second branch - £300 Region 1, Ã200 Regions 2&3).
All cheques payable to OTHM.

I understand the Terms & Conditions of Renewal of Registration as an OTHM Centre and agree to continue abide with the OTHM Centre Code of Conduct.

Signed by: Name (Block Capitals) _____

Signature:_____ Date ____/____/____