



Section 1

1.1 Centre Name: _____

1.2 Address
(Registered Office) _____

1.7 Country _____

1.8 Trading Address
(if different from above) _____

1.3 Telephone: _____

1.4 Facsimile: _____

1.5 Corporate Email _____
(if applicable)

1.6 Web address _____

Section 2

2.1 Nature of Business Entity: _____

2.3 Date and Place of Registration _____

2.2 Company Registration No: _____
(if applicable attach a copy)

2.3 Is the business listed at any of the following institutions? Please tick as appropriate and provide copy of the Certificate/Evidence

British High Commission British Council Local Ministry of Education Other (Please specify)

Section 3

3.1 Name of Primary Contact Officer
Mr/Mrs/Miss/Ms/Dr.

3.2 Job title: _____

3.3 Telephone: _____

3.4 Email address _____

3.5 Name of Second Contact Officer
Mr/Mrs/Miss/Ms/Dr.

3.6 Job title: _____

3.7 Telephone: _____

3.8 Email address _____

Section 4

Select from the following that best describes your organisation:

State University		Sole Trader	
Independent University		Partnership -Trading	
College		Partnership -Professional	
OTHM Representative Office		Limited company (Private)	
Teaching Centre for OTHM		Limited Company (Public)	
Education Consultants		Limited by Guarantee	
Agent/Student Recruitment		Registered Charity	
UK College representative office		Government Organisation	
Others please state below		Non-governmental Organisation	

Company Seal and

Manual signature

Date:

I/We who herewith have placed the signature and the company seal confirm our agreement to the OTHM Rules and Regulations stated overleaf, and have enclosed payment of £200 registration fee [plus £50 for each additional branch –if networked]



Terms & Conditions

1. Any Agent/Representative or third party purporting to represent OTHM or register OTHM students- must have written permission from OTHM.
2. Approved centres and /or individual consultants will be officially listed on the OTHM website under the heading (OTHM Student Registration service).
3. All listed parties must work within the legal & education framework of both the host country and British authorities.
4. All listed parties must obtain the relevant licences and/or letters of approval from the local Ministry of Education, Department of Tourism and Hospitality and other relevant authorities.
5. All listed parties need to contact the local British High Commission and British Council to seek recognition and or listing [if relevant].
6. If non-colleges wish to commence teaching OTHM courses then a separate approval is required with the completion of the OTHM Teaching Centre Application form.
7. If listed centres wish to register additional branches then a separate registration is required for each office. (Fees £200 sterling for registration of first office and £50 sterling for subsequent offices).
8. Listed centres and /or individuals must disclose to OTHM any additional fees charged to students [apart from the published OTHM fees] and also commission arrangements made with individual OTHM centres {These arrangements will be treated in the strictest confidence and not disclosed to any third party without your approval}
9. All Listed centres and/or individuals should sign the OTHM centre conduct of practice.
10. Registration will be valid for a three-year period.

I have read and understood and agree to the above terms and conditions and also understand that I/we can be delisted if there is a breach of the terms and conditions set by OTHM or relevant government authorities.

I/We have enclosed registration fees of £ [payable to OTHM Ltd]

Name:

Signature:

Date:

Company stamp

Please post:

1. Completed Application form duly signed
2. Signed Terms & Conditions
3. Copies of all necessary supporting evidences
4. Signed Code of Practice &
5. Cheque/Draft for £200.00 (plus £50.00 per each networked centre)

All the above to

**OTHM,
SBC House,
Restmor Way,
Wallington.
Surrey SM6 7AH
United Kingdom**



Delivery Centre Code of Practice

Responsibilities of Delivery Centres

1 General

Centres shall be listed for the delivery of OTHM courses for three years.

Centres shall do everything that they reasonably can to ensure the well being of students.

Centres shall deal with students openly and fairly.

Centres shall never collect course fees from students knowing that for any reason students may not be able to complete the course.

Centres will make at least one member of staff available to counsel and advise students on any matter relating to their course of study.

Centres will have a grievance procedure that is known to all students before the commencement of the course.

Centres will not run OTHM courses at any other location except those listed by OTHM. Listing will be on a location-by-location basis only.

OTHM reserves the right to suspend listing at any time. If listing is suspended current students will be allowed to complete their courses and no further students will be recruited.

Application Procedures

Centres shall admit applicants to courses strictly in line with the entry requirements laid down by OTHM.

Centres shall be responsible for verifying the applicant's qualifications for entry to an OTHM course.

Centres shall interview applicants individually to ensure that the proposed course of study is suitable for the applicant and that it is likely that the applicant will complete his or her course of study successfully.

Centres shall send application forms and registration fees to OTHM's London office not later than two weeks after the commencement of classes for the course that the student is following.

Centres shall write to each student when they are accepted onto a course telling them the start and end dates of the course, the name of the course and the amount of class time and study time that the course will entail.

2 Teaching

Centres will ensure that all teaching staff have the necessary qualifications, experience and skill to effectively instruct students.

The minimum total guided learning time (lectures and tutorials) for all OTHM course modules is 45 hours. Students should be advised that they will need to spend at least a further 15 hours in self-guided study.

Lecturers will use a variety of delivery methods including lecture, discussion, question and answer and in-class assignments.

At least four pieces of written work from each student will be taken in and marked during the course. Work must be returned promptly with a grade and helpful written comments. Plagiarism and copying will be dealt with firmly.

Courses will be delivered by a course team that meets regularly and has a Course Team Leader who is responsible for calling meetings and issuing an agenda prior to meetings.

3 Facilities

At least one copy of each book on the Essential Reading list of each course module must be readily available for the benefit of staff and students.

The centre will have adequate teaching facilities so that all students can comfortably attend and work in class.

Examinations

As part of the course of instruction, the centre will instruct students in examination technique and how to behave in the examination room.

The centre will impress upon students that success may only be gained through consistent and methodical study.

Centres shall send examination entry forms and the correct fees to OTHM's London office no later than six full weeks prior to the examination date.



4 Attendance

A register will be taken at the beginning of each class. Any late arrivals or early departures from the class shall be recorded on the register.

Lecturers will impress upon students the importance of arriving punctually and attending classes.

It is recommended that student must attend at least 85% of the required teaching on each module in order to be eligible to sit the examination.

5 Complaints

All complaints must be written and sent to OTHM's London Head Office.

All complaints will be dealt with as quickly as possible and, in any case, within six months of the complaint being received at OTHM's London Head Office.

If OTHM receives a complaint from a student that claims that the centre has contravened any of the provisions in this document, the claim will be investigated by OTHM and a written adjudication will be sent to the complainer and to the centre.

6 Promotion and Advertising

Centres will be responsible for the marketing of OTHM courses within their area.

Centres will not promote or advertise OTHM courses in any way that might give offence or bring OTHM courses into disrepute.

OTHM reserves the right to instruct a centre to desist from using any wording or whole advertisement that OTHM deems to be inappropriate.

Centres will not make any misleading or untruthful claims about their facilities, their ability to deliver OTHM courses or about OTHM courses themselves.

7 Examination Results

Centres shall be responsible for distributing examination results to students. Results should be sent out promptly and centres must use their best endeavours to ensure that students receive their certificates.

I/We herewith confirm our agreement to the OTHM Code of Conduct by placing our signature along with the Company Seal.

Company Seal and
Manual signature
Date: