



De-listing of an OTHM Centre

OTHM reserve the right to de-list centres for the following breaches and misdemeanours:

1. Should a centre decide for any reason to cease the teaching of 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.
 2. 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 their 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 (in the geographic area)]
 3. Non-Promotion of OTHM programmes on Website or literature.
 4. Closing a centre without notice or consultation of OTHM, DFES, BAC, ASIC, Trading Standards or your students.
 6. Moving offices without consultation or notice to the parties (mentioned in point 5 above).
 7. The issue of false documentation, including misuse of OTHM & LSBU Logo's on Headed paper.
 8. Early closing of OTHM programmes after the commencement of teaching and accepting student fees.
 9. Failure to deliver OTHM programmes after advertising and recruiting students for OTHM programmes
 10. Using OTHM power points to operate 'In House' courses.
 11. Centre being delisted by the DFES/DIUS or Local Ministry of Education.
 12. Centre being Delisted by BAC or ASIC.
 13. Centre being prosecuted by Inland Revenue, Trading Standards, BIA, Fraud Squad or other relevant party interested in Compliance by Independent colleges.
 14. Change of Centre name or Change of ownership of OTHM centre, without proper consultation and legal process.
 15. Failure to comply with OTHM 'Quality Standards' and procedures as outlined in the OTHM Quality & Operations Manual.
1. Continuous misuse of LSBU and OTHM Logos
 2. Negligent, Untrue and Fraudulent claims
 3. Operating Websites promoting degrees from non-accredited universities.

A number of the areas listed may include breach of copyright, or even fraud or criminal activity. Therefore Trading Standards, BIA, The Fraud Squad and The Inland Revenue will set up separate investigations and prosecutions.

Special Note: Delisted centres have the option to re-apply for listing as an OTHM centre after a fresh re-submission of the application form, covering letter forwarding a case for resubmission and a fee of £900.00(UK, EU and Region 1 centres) all other centres £500.00 .

Info dated January 2011