

Examination Entry Form (NQF 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

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

3. Your study centre: (If applicable)
Name:
Address:
Country:

4. Date of examinations you wish to sit:			
Month		Year	

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

5. Examination fees	Region 1 UK & EU Centres	Region 2 Centres	Region 3 Centres	Exam Late Entry Fees All Regions	Exam very Late entry fee All Regions
OTHM Introductory Certificate (NQF) - examination fee included in registration fee				£30	£60
OTHM Professional Certificate (NQF) - per Unit	£50	£30	£25	£30	£60
OTHM Professional Diploma (NQF)	£50	£30	£25	£30	£60
OTHM Professional Higher Diploma (NQF) - per Unit	£55	£30	£25	£30	£60
OTHM Professional Higher Diploma (NQF) - project	£75	£50	£40	£30	£60
Re-submission OTHM Professional Higher Diploma (NQF) (QCF) - project	£60	£30	£25	£30	£60
Re-sit Intro Cert examination	£40	£25	£20	£30	£60
Individual Management Certificates - HHS-MC · F&B-MC ST&E-MC · TG&T-MC · FO-MC · C&E-MC (each module)	£40	£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 are currently on the Old NQF Syllabus, if you are on the New QCF Syllabus (OTHM Level 3 Award, Level 4 Diploma, Level 5 Diploma, Level 6 Diploma, Level 6 Extended Diploma and Level 7 Diploma). Please see the student area on the website for the QCF Exam Entry Form.

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		LATE ENTRY £30 per paper	LATE ENTRY £60 per paper
6. Please tick the examinations you wish to sit:			
Introductory Certificate - Fee £100 (fee included in student registration) (Region 1)		<input type="checkbox"/>	<input type="checkbox"/>
Introductory Certificate - Resit Fee (Region 1 - £40.00. See over for other regions)		<input type="checkbox"/>	<input type="checkbox"/>
Professional Certificate (Region 1 fee - £50.00. See over for other regions)			
Cert1	Introduction to Travel, Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Cert2	Introduction to the Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
Cert3	Introduction to Business Communication and Customer Care	<input type="checkbox"/>	<input type="checkbox"/>
Cert4	Introduction to Business and Finance	<input type="checkbox"/>	<input type="checkbox"/>
Professional Diploma (Region 1 fee - £50.00. See over for other regions)			
Dip1	Tourism, Marketing and Management	<input type="checkbox"/>	<input type="checkbox"/>
Dip2	Hospitality Marketing and Management	<input type="checkbox"/>	<input type="checkbox"/>
Dip3	Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>
Dip4	Tourism and Hospitality Operations Management	<input type="checkbox"/>	<input type="checkbox"/>
Dip5	Financial Management and Information Systems	<input type="checkbox"/>	<input type="checkbox"/>
Dip6	Customer Relations and the Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
Professional Higher Diploma (Region1 - £55.00. See over for other regions)			
Project Fee HDip6 £75 (Region 1 – including UK) * Resubmission Project Fee (Zone 1) £60			
HD1	Marketing Communications for Tourism and Hospitality	<input type="checkbox"/>	<input type="checkbox"/>
HD2	International Tourism and Hospitality Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
HD3	Corporate Business Strategy and Finance	<input type="checkbox"/>	<input type="checkbox"/>
HD4	Management Information Systems	<input type="checkbox"/>	<input type="checkbox"/>
HD5	Strategic Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
HD6	Project: Operations Management in the Business Environment	<input type="checkbox"/>	<input type="checkbox"/>
HD6*	*Re-submission of Higher Diploma 6 project	<input type="checkbox"/>	<input type="checkbox"/>
OTHM Individual Management Certificates – £40 each (Region 1 – including UK)			
HHS-MC	OTHM Hygiene, Health & Safety Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>
F&B-MC	OTHM Food & Beverage Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>
FO-MC	OTHM Front Office Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>
C&E-MC	OTHM Conferences & Event Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>
TG&T-MC	OTHM Tourism Geography & Tour Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>
ST&E-MC	Sustaining Tourism & Eco Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal: £ £

Final Total: £

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 next page for Credit/Debit Card section

