

TUITION FEES & TERM DATES 2012/13

Course	Duration	Full course	Per Term	Term Dates
Executive PA Diploma	9 months	£8,136	£2,762	24 September 2012 - 26 June 2013
Executive PA Diploma	6 months	£5,500	£2,800	3 January - 26 June 2013
Gap Year	3 months	£2,780	}	24 September - 14 December 2012 3 January - 22 March 2013 8 April - 26 June 2013
Graduate Career Skills	3 months	£2,780		
Returner to Work	3 months	£2,780		

Non-refundable £100 Registration Fee payable at point of Registration

Fees quoted apply for courses started during the academic year 2012/13

LIVING COSTS

Student House accommodation – cost per three month term:

- Self catering - £2,000 - ensuite £2,200
- Self catering Jericho area - £2,200
- Refundable damage deposit £250 payable in advance

Ideal for more mature students seeking the independence of sharing a house with fellow students. Costs are inclusive of all service bills (light, heat & maintenance). Must be booked for the entire length of the student's course and payable termly in advance.

PAYMENT OF FEES

Fees are payable in advance. Courses of more than 3 months duration may be paid on a termly instalment basis; although an extra £50 per term is payable if this method is chosen. Fees may be paid either directly to the College by cheque, credit card (not Amex), cash, bankers draft or telegraphic transfer. Bankers drafts should be made payable to 'Oxford Media & Business School' and sent by courier or registered post to ensure security. When sending funds by telegraphic transfer, the sending bank will require the following bank details:-

Account name:	OMBS Limited	Account No:	70952696
Bank address:	The Co-operative Bank	Sort Code:	08-92-50
	Delf House	Swift BIC	CPBK GB22
	Southway	IBAN	GB16 CPBK 08925070952696
	Skelmersdale, WN8 6WT		

N.B. whichever payment method is used; please always quote the student's name and student number.

IMPORTANT ENROLMENT INFORMATION

General Notes

- We ask for payment of fees and charges termly in advance on 15 April, 31 August, 15 December and 15 March.
- Courses may not be cancelled once started.

Accommodation & Living Expenses

- Fees and charges for accommodation should be paid on receipt of invoice.
- £1,000 non-refundable payment is required as invoiced to secure accommodation.
- Accommodation cannot be cancelled once you have commenced your course of study.

Monthly Payment Scheme

Through an arrangement with School Fee Plan (owned by Premium Credit Limited, a Bank of America Company), a specialist educational credit agency, Oxford Media & Business School is able to offer its students the opportunity to spread the cost of their course fees by making monthly payments over the period of their course. If you wish to take advantage of this scheme please ask for an application form or visit <http://www.sfpschoolfees.co.uk/parents-how-it-works> for more information.

Alternative Funding Source

There is also the option of applying for a Professional and Career Development Loan. This is a bank loan that could help you pay for learning that enhances your job skills or career prospects. You will however have to pay it back once you've left your course but you don't pay interest for the period when you're in learning.

For more information telephone 0800 100 900 or visit:

<http://www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/CareerDevelopmentLoans/index.htm>.