

## TUITION FEES & TERM DATES 2010/11

Course	Duration	Full course	Per Term	Term Dates
Executive PA Diploma	9 months	£7,432	£2,527	27 September 2010 - 29 June 2011
Executive PA Diploma	6 months	£5,306	£2,703	4 January - 29 June 2011
Gap Year	3 months	£2,355	}	27 September - 17 December 2010 4 January – 25 March 2011 11 April - 29 June 2011
Graduate Career Skills	3 months	£2,355		
Returner to Work	3 months	£2,355		

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

Fees quoted apply for courses started during the academic year 2010/11

## LIVING COSTS

**Student House accommodation** – cost per three month term:

- Self catering - £1,790
- Refundable damage deposit £200 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		

NB 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 31 August, 15 December and 15 March.
- All charges are guaranteed against any increase for courses starting during 2010/11 academic year.
- You may cancel a course up to 28 days prior to the start date. (Where an enrolment occurs less than 28 days before the start of the course, cancellation may only be made within 3 working days of the enrolment date). Thereafter, cancellation will entail payment of 50% of the full course fee. Courses may not be cancelled once started.

### **Accommodation & Living Expenses**

- Fees and charges for accommodation should be paid on receipt of invoice.
- You may cancel accommodation up to 28 days prior to the course starting date. (Where an accommodation booking occurs less than 28 days before the start of the course, cancellation may only be made within 3 working days of the booking date). Accommodation cannot be cancelled once you have commenced your course of study.

### **Monthly Payment Scheme**

Through an arrangement with Holmwoods, 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.

### **Alternative Funding Source**

You may look for alternative funding for courses at

<http://www.direct.gov.uk/pcdl>

or

Telephone 0800 585 505