

TERMS AND CONDITIONS

THE COURSE

Teaching Method Our courses are delivered by distance learning, unless otherwise stated.

Course Duration Commencing April 2017 you have a minimum of 12 months to complete the modules and sit the exam.

COURSE MATERIAL

Course Language Our courses are conducted entirely in English, in verbal and written format.

Delivery of Modules Available online via your secure student login.

Every effort will be made by the organisers to upload the modules monthly but due to unforeseen circumstances they cannot be held liable for any delays.

Presentation The modules provide the basic knowledge for the whole course. Each module is designed to be self-contained. However, we highly recommend that candidates make every effort to increase their knowledge by reference to other sources.

Recommended Reading A reading list will be provided where applicable.

Access You agree not to access the Course Material for any reason other than for your personal use and solely for the purpose of study. You agree not to distribute any part or parts of the Course Material in any medium without MTA's prior written authorisation.

STUDENT ASSIGNMENTS

Student Assignments One submitted with each module. They are a compulsory element of the course and must be completed six weeks prior to the exam.

Self-Assessed Questions Some modules contain self-assessment questions designed to help candidates consolidate their knowledge.

Studying Time We recommend 10 to 30 hours study time per module, with additional time being set aside for completing the student assignments.

TUTOR SUPPORT

Tutorials There will be two tutorial seminars held in **April** and **October 2018**. They are not compulsory but are beneficial and are an excellent opportunity to meet fellow students, the Course Director, authors and tutors.

Tutors & Authors To support you during your studies, tutors and authors are available to help with any questions or technical queries by e-mail and student forums.

ADMINISTRATION

For matters relating to enrolment, payment of fees, change of enrolment details, module mailings, please contact the Course Manager:

Tel +44 (0)1252 739779

Fax on +44 (0)1252 732221

E-mail: info@maritimetrainingacademy.com

EXAMINATION

Examinations will be held in **April** and **October 2018**.

A 6 month deferral is also available upon application.

Exam Length Three hour written examination.

Sitting Overseas Arrangements can be made for candidates to sit the exam in their country of residence, subject to available support facilities.

Certificate Students who successfully complete the compulsory student assignments, will receive a certificate.

THE MARKING STRUCTURE

Assignments Constitute 27% of the final mark.

Examination Constitutes 73% of the final mark.

Pass Mark For the Diploma written examination is 75%. For the student assignments a minimum mark of 40% is required.

COURSE FEES

Certificate Fee The basic course fee is **£1,550.00**.

This includes the course modules as pdfs and marking of the student assignments.

Diploma Fee For Diploma candidates the fee is **£2,300.00**.

This covers the course modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

Printed Modules Fee In addition to the course PDF's, we also offer students the option of purchasing the modules in a hard copy format. Please note, this option is NOT mandatory in order to complete the course. The printed modules option is charged at an additional fee of £300.

Air Courier Fee For an additional fee of £200. Recommended for candidates in areas experiencing problems with their postal system. Other overseas mail will be sent by airmail only.

Extension Fee If you are unable to complete the course in the 18 months allocated from the start date, you can apply for a further 6 months extension for £250.

Re-Registration Fee We offer re-registration onto the course for lapsed students at 50% of the course costs.

You will have the opportunity to re-submit any student assignments or carry any existing marks forward into the new academic year to be counted towards your final exam results.

Resit exams You are entitled to re-sit your exam once at a fee of £250.

Not included in the fees Any travel, food or accommodation required.

INTEREST-FREE PAYMENT PLAN

Available to help spread the cost of your study by splitting the course fee into three interest-free payments. Please see our website www.maritimetrainingacademy.com for more information or contact the Account Manager on +44 (0)1252 739779.

PAYMENT METHODS

Payment Payment must be made upon application by cheque, bank transfer or credit card. Fees will be refunded in full should applications be declined.

Cheque Made payable to MPI Group.

Bank Transfer MPI Group bank account, National Westminster Bank, 19 Shaftsbury Avenue, London, W1A 4QQ, UK
Account Number: 06532381
Sort Code: 56-00-29

Credit Card Include number, card type, issue and expiry dates, security code and address of the card holder.

Discounts Available for group registrations. Please contact MTA for details. Tel:+ 44 (0)1252 739779 or info@maritimetrainingacademy.com

VAT will be added at standard UK rate where applicable. Please contact us for details.

Reclaim Companies outside the UK may be entitled to reclaim VAT and need to contact their local tax authorities.

CANCELLATION POLICY

Cancellations can only be made in writing before the start date of the course. Course fees less an administrative charge of £500 will be refunded. After the start of a course the student becomes liable for all course fees due.

Course content is subject to change at the discretion of the Course Director.

DATA PROTECTION

We record your personal information when you contact us and use this to manage registration, study, examination and other services. When you register, we'll tell you more about how we process and use your personal information.



HOW TO ENROL

Complete the application form and send with your payment for the Course to:
MTA, Peel House, Upper South View, Farnham, Surrey, GU9 7JN England.

CONTACT US

Course Enquiries

Beth Cook

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beth.cook@maritimetrainingacademy.com

Admissions

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