

**Founded 1955 as  
The Association of British Correspondence Colleges  
(ABCC)**

## **The Association of Distance Learning Colleges Membership**

### **Joining the Association**

#### **Full Membership**

There are various criteria for membership, mostly concerning the length of time you have been in business and the nature of the courses you provide. If your organisation is already known to us or to one of our Member Colleges, little further formality is needed. If not, we are happy to consider your application backed up by your teaching materials, tutor profiles and testimonials from successful students.

#### **Signatory Membership**

Signatory Membership is designed to assist to new, developing companies, who agree to abide by our Code of Ethics for a period during their early stages before they are accepted as full members. Signatory Members only need to demonstrate that they are developing acceptable courses and that systems are being put in place to provide tutorial services to their potential students. Benefits for them will be to be able to show on their website a logo indicating that they are signatories to the Association's Code of Ethics, an explanatory note on the ADLC website of who they are and what they are offering whilst moving towards full membership, and the help and guidance that the Association can give them during this time.

#### **Code of Ethics**

All member colleges must agree to comply with the Association's Code of Ethics. This guarantees a high standard of service and integrity on the part of all Colleges; many of our Members consider the Code to be the most important aspect of Association membership. The Association's logo on your prospectus gives potential students an assurance of quality and fair dealing. In the event of queries or complaints the Association can provide a useful arbitration service.

#### **Publicity**

The Association's website at [www.adlc.org.uk](http://www.adlc.org.uk) includes a page for each Member College, lists of available courses and their providers, and links to members' own websites. Should your College join us, your details will be put on the website immediately. The website also features advice to students, stories of success, blogs and news items, and our Code of Ethics. The Association is active on Facebook and Twitter.

#### **Certificates of Merit**

The Association awards Certificates of Merit to students who have captured the imagination of their course providers. Member Colleges may nominate any student they choose, but an appropriate candidate might be someone who has -

- retrained to get back into employment
- achieved an outstanding exam or course result
- overcome personal difficulties to achieve his/her goal

The award of a Certificate not only gives great pleasure to the recipient but also affords the College providing the course with an opportunity for favourable publicity.

#### **Lobbying**

The Association is active in monitoring legislation in both the UK and European Parliaments on such topics as tax relief on course fees, consumer contracts and data protection. The Association is a corporate

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**PO Box 17926 LONDON SW19 3WB**

**Tel: 020 8544 9559/07770 070515**

**[www.adlc.org.uk](http://www.adlc.org.uk)**

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member of the Learning and Work Institute (formerly NIACE) and is working with them to lobby the government on matters such as VAT on training and the SFA for training funding. Our Associate Members, which include such bodies as AAT, ICB, NEBOSH, the Prisoners' Education Trust, the Royal Horticultural Society and ABC Awards, lend their support to these endeavours, and we find their input and connections invaluable.

### **Communication**

The Association provides a forum for the exchange of ideas on distance learning. We have an annual meeting in London, and all Members are welcome to attend the regular Council meetings. Members can also seek advice by telephone or email.

### **Costs**

The cost of membership of our Association varies according to the size of the college and its fee income. The enclosed letter gives details of the current levy assessment. In 2020-21 the levy per unit is £65.50, so that a college with a fee income of between £90,000 and £120,000, for example, would be assessed at 12 units and pay  $12 \times £65.50 = £786$  per annum. **Notwithstanding this fee structure, no Member College is liable to pay more than £3,930, or less than £225.** There is a flat-rate entrance fee of £50.00.

Membership runs from 1 February to 31 January each year, but colleges joining and paying their first subscription in January of one year will have nothing more to pay until February of the following year.

### **What next?**

If you would like to join us straight away, please complete the enclosed application form and send it to the Secretary, Heather Owen, at the address below. If you would like more details on any aspect of the Association, do please ring any of us for a chat. We hope to hear from you soon.

#### **Max Faulkner, Chairman**

Prospect Farm  
67 Great Fen Road  
Soham, Cambs  
CB7 5UH  
Tel: 01353 687920  
[max.faulkner@nctonline.net](mailto:max.faulkner@nctonline.net)

#### **Heather Owen, Secretary**

Association of Distance Learning  
Colleges  
PO Box 17926  
London SW19 3WB  
Tel: 020 8544 9559  
[info@adlc.org.uk](mailto:info@adlc.org.uk)

#### **Brian McVean, Hon. Treasurer**

Ideal Schools  
60 St Enoch Square  
Glasgow G1 4AG  
Tel: 0141 248 5200  
[admin@idealschools.co.uk](mailto:admin@idealschools.co.uk)

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**THE ASSOCIATION OF DISTANCE LEARNING COLLEGES  
Code of Ethics**

**Members of the Association pledge themselves to maintain the highest standard of integrity in all their dealings and, in particular, they undertake:**

1. To ensure that any information they give about the choice of a career, the prospects in a particular career or a prospective student's studies shall be accurate to the best of their knowledge, and that any advice they give to prospective students and others shall be given in good faith and the best interests of the persons to whom the advice is tendered.
2. To take every reasonable care to enrol students only for courses that are suited to their individual needs and educational status, or for tuition for examinations for which the students are likely to be eligible.
3. To inform students in their prospectuses and/or enrolment application forms of the conditions on which they are enrolled and to include in advertisements only statements which accurately reflect such conditions.
4. To make fair regulations governing their relationship with students, and to treat equitably those who, through circumstances beyond their control, are unable to comply strictly with their regulations.
5. To provide efficient tutorial service, to maintain adequate and appropriately qualified tutorial and administrative staff and to issue to their students without undue delay adequate and reasonably up to date tutorial literature and instruction suitable to each student's needs.
6. To encourage their students to complete their courses of study and to do everything reasonably possible to enable the students to derive full benefit therefrom.
7. To issue only certificates or diplomas that fairly represent the instruction given and not to make any statement or to imply that any such certificates or diplomas are equivalent to a degree or to a certificate awarded by a recognised examining body.
8. To maintain the highest ethical standards in their publicity by making no statement in any advertisement, prospectus or publicity literature, or by correspondence or orally, that is knowingly untrue or wilfully misleading; and in particular by publishing no examination results or statistics or particulars of their tutorial service of staff that are knowingly inaccurate or misleading.
9. To encourage fair, dignified and honourable competition.
10. To ensure that all examinations and assessments related to accredited courses are administered and supervised to the standards as laid down by the appropriate external body.
11. To prepare and maintain a record of the working procedures of the business that can be readily available to a responsible person in the event of the sudden death or major illness of the principle manager of the business. According to the set up of the business alternative arrangements are acceptable. The Association is prepared to hold confidentially a copy of such a document.
12. To arrange for the Association to be notified immediately if such an incident occurs that might cause the business activities to be in jeopardy.
13. To ensure that their staffs are acquainted with this code, that they are given all facilities for complying with it, and are encouraged to honour it in the spirit as well as the letter.

**For (College) .....**

**We agree to comply with this Code**

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## **COSTS OF JOINING THE ASSOCIATION**

Our subscription comprises two elements:

1. An initial joining fee of £50.00
2. An annual levy which varies according to member colleges' income. I enclose a copy of the letter that goes to out members on an annual basis, which explains the way in which the levy is calculated. The levy for the financial year to 31 January 2021 is £61.00 per unit. VAT is applicable to the above items.

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### ASSOCIATION FUNDS - ASSESSMENT OF LEVY

All Members agree to contribute to the Association's expenses by paying a levy based on their College's fee income.

This levy is calculated over a number of income bands, and we ask you please to tell us now into which Section your College falls, so that the Hon Treasurer may assess the levy you are due to pay.

**You need only to account for income from tuition fees for distance learning.** See the Small Print overleaf.

Section	Fee Income	Levy Payable	Section	Fee Income	Levy Payable
A	Under £40,000	Units 4	H	£400,000	42
B	£60,000	7	I	£500,000	55
C	£80,000	10	J	£600,000	65
D	£120,000	14	K	£700,000	75
E	£160,000	18	L	£800,000	85
F	£200,000	22	M	£900,000	95
G	£300,000	32	N	£1,000,000	100

**As a guide, the Unit charge for 2020-21 was £65.50.**

**Notwithstanding this fee structure, no Member College should be liable to pay more than 55 units (£3602.50) or less than 4 units (£262). These limits are subject to amendment at a future AGM.**

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#### **The Small Print**

Fee Income means the total fee as certified by the Auditor of such member as submitted to the appropriate revenue authorities (whether in the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man) as earned in its accounting period of 12 months last ending in the 12 months prior to the 1 November in each year, including fees earned by any branch or associated distance learning college controlled by the member from the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man for providing tuition by distance learning whether in the United Kingdom or overseas.

#### Fee Income shall EXCLUDE

- (1) income in respect of or allocable to text-books or other media which are additional to the distance learning course and which do not of themselves, though described as text books or other media, wholly or mainly constitute the distance learning course;
- (2) income from or allocable to the sale of stationery, mathematical instruments and similar students' requisites;
- (3) income from class instruction or any activity not specifically connected with distance learning tuition;
- (4) investment income and royalties.

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**PRE-MEMBERSHIP QUESTIONNAIRE**

When did the business start up?
How many office staff does the business have?
How many tutors?
How do students make contact with their tutors?
How much study time does each course take?
Who owns copyrights of the courses?
Can students call the office for advice?
How much tutor time does a student have?
Are courses accredited, and if so, with which accrediting bodies?
How do students gain certification?

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## APPLICATION FOR MEMBERSHIP

Name of College	
Postal Address	
Website	
Telephone number (for office contact)	
Telephone number (for students)	
Email address (for office contact)	
Email address (for students)	
Chief Executive	
How long has the College been operating?	
Is the College part of a group of colleges or associated with other institutions, colleges or companies? [If yes, give details]*	Yes/No
In what main areas does the College offer tuition?*	
Is all tuition done by distance learning only, or are other media used?*	

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