

Accrediting Council for Continuing Education & Training

2016 FEE SCHEDULE

The fees published below are effective for the ACCET fiscal year beginning January 1, 2016 and remain in effect until otherwise revised and approved by the ACCET Accrediting Commission. They are applicable to all institutions and are subject to change with prior notice. Fees are non-refundable unless otherwise noted.

Processing fees must accompany all applications submitted for review. The date of payment will be considered the date received at the ACCET office. If fees are not included, no processing will be initiated and such delays will extend the normal time frame required for review and approval and may lead to withdrawal of accreditation, in accordance with ACCET standards, policies, and practices established by the Accrediting Commission.

A \$35.00 returned check fee will be charged for insufficient funds. If a check is returned, the repayment to ACCET must be in secured funds (certified check, cashiers check or money order). The date the secured funds are received at the ACCET office will be considered the date of payment.

APPLICATION for ACCREDITATION (ACCET Document 4)

Inquiry Questionnaire Review	\$ 100
Add for Financial Review (if requested)	250
 Application for Initial Accreditation	
Main Campus	\$2,000
Branch(es)/Auxiliary Classroom(s)	600 per site
 Reaccreditation Application	
Main Campus	\$1,000
Branch(es)/Auxiliary Classroom(s)	350 per site ¹

All application processing fees must be submitted in conjunction with ACCET Document 4 and designated for a single main campus and all additional locations owned and controlled by that entity. For large, multi-campus initial applicants, the processing fees for additional locations (branches and/or auxiliary classrooms) attached to the designated main campus are capped at 16 locations and reduced to the level applicable to the per site reaccreditation application fees for these additional locations.

¹ Once approved, an auxiliary classroom located adjacent to or directly across from the main or branch campus is considered an expansion of the main or branch campus facility; therefore, additional fees for the auxiliary classroom may be waived, including additional reaccreditation application fees.

ACCREDITATION WORKSHOP FEES¹

<u>Member</u>	<u>2-DAY²</u>	<u>1-DAY</u>
Enrollee	\$500	\$300
<u>Non-Member</u>		
Enrollee	\$650	N/A

ON-SITE EXAMINATION FEES

All fees for visits to be conducted in the United States, Canada, and Puerto Rico must be submitted by check with ACCET Document 8, or submitted through ACCET's online Accreditation Management System (AMS) in conjunction with the Request for On Site Visit form **prior** to the visit being scheduled.

Visits conducted outside of those regions must additionally and separately provide for pre-paid airline tickets (Business Class), hotel accommodations, and ancillary expenses such as visas and taxes for the visiting team, in addition to the on-site examination fees. Visits requiring split teams may incur additional expenses. In the event of a cancellation caused by the institution of a scheduled on-site examination, the institution will be billed all expenses incurred by ACCET or \$1,900 per site, whichever is greater.

Note: For multi-site vocational institutions operating in the United States, on-site visits will be conducted to the main campus and to all branches. For other multi-site institutions, including vocational institutions operating outside of the United States and all avocational institutions, on-site visits will be conducted to the main campus and up to 15 branches as part of the initial and reaccreditation review process, with additional locations scheduled for on-site visits, as deemed necessary by the Accrediting Commission.

Initial Accreditation Applicant

Readiness Visit (main campus)	\$1,900
Main or Branch Campus	\$6,000 per site
Auxiliary Campus	\$3,800 per site ³

¹ Customized workshops require a minimum of 15 registrations, with full reimbursement for travel expenses (to include transportation, hotel, and meals) to be paid on an estimated basis in advance of the workshop presentation. Subsequently, any balance owed by or to the institution is to be paid within thirty days of receipt of billing.

² The two-day workshop is required for: (1) all institutions seeking initial accreditation, (2) vocational institutions seeking reaccreditation and (3) institutions seeking reaccreditation that offer English for Speakers of Other Languages (ESOL). The one-day workshop is required for all avocational institutions seeking reaccreditation that do not offer ESOL programs.

³ Should an on-site visit to an auxiliary campus require different team members and/or supplemental travel arrangements beyond those associated with the visit to a main, branch, or other auxiliary campus, the on-site visit fee applied to such a site will be that of the respective main/branch campus.

Reaccreditation Applicant

Main or Branch Campus (Vocational)	\$5,700 per site
Main or Branch Campus (Avocational)	\$3,800 per site
Auxiliary Campus	\$2,800 per site ¹

The above-referenced fees may be reduced by \$1,000 for any visit to a single branch or auxiliary campus that is within twenty (20) miles of and conducted in conjunction with the same on-site team's visit to a main or branch of the same institution. Full fees must be submitted and any applicable reduction will be determined and refunded following the completion of on-site visits.

Costs for additional subject and/or management specialists required for an on-site visit team will be billed at an additional \$1,900 per person. Any additional expense required to procure a highly specialized subject matter expert for an on-site team will be billed on a cost basis to the institution.

Special On-Site Visits include, but are not limited to, the following types of visits: preliminary, administrative, show cause, unannounced, program review, branching, change of ownership, and quality assurance visits (QAV). The fee will be \$1,900 per person for a one-day visit, with each additional day charged at one-half the daily fee. Payment for an unannounced visit or quality assurance visit is due within thirty (30) days of the date of the visit.

PROCESSING FEES FOR OTHER APPLICATIONS

[All processing fees must accompany the application(s) submitted for review]

Additional Location (Refer to ACCET Documents 26 & 26.1, 26.2, 26.3, 26.4)

Branch/Auxiliary Classroom	\$850
Temporary Avocational Classroom	150
Change of Location ²	150

Additional Program (Refer to ACCET Documents 25 & 25.1 to 25.7)\$ 850

Program Revision

Major Review (Refer to Document 25.)	\$ 450
Minor Review (20% or less change in hours/credits)	200
Credit Hour Review or Clock-to-Credit Hour Conversion	250

Degree Granting (Refer to ACCET Document 25.OAD) \$ 1,500

Distance Learning (Refer to ACCET Document 25.IDL) 1,500

E-learning (Refer to ACCET Document 25.E-learning) 1,500

¹ Once approved, an auxiliary classroom located adjacent to or directly across from the main or branch campus is considered an expansion of the main or branch campus facility; therefore, additional fees for the auxiliary classroom may be waived, including additional on-site reaccreditation evaluation visit fees.

Should an on-site visit to an auxiliary campus require different team members and/or supplemental travel arrangements beyond those associated with the visit to a main, branch, or other auxiliary campus, the on-site visit fee applied to such a site will be that of the respective main/branch campus.

²Applicable where processing involves teaching site(s) and/or requires notification to state/federal agencies.

Course Addition (stand alone)	\$ 200
Course Revision	150
Add Approved (existing) Program to each Additional Site	200

Change of Ownership (Refer to ACCET Documents 22/22.1)	
outside institution	\$2,500 + \$500 per additional site
within institution ¹	1,000
no change of control	200
Other changes	\$150

APPEAL FEES

Appeal of Accrediting Commission Decision	\$8,500
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ANNUAL REPORTING/SUSTAINING FEES

The Annual Report (Document 12), upon which sustaining fees are confirmed or adjusted, is due at the ACCET office within the first month of the institution's fiscal year. **The annual sustaining fees are computed on the basis of the institution's most recent fiscal year by taking the number of new enrollees during that year times the length of the program(s)/course(s) in which they were enrolled, irrespective of the number of hours completed in that fiscal year, including those enrolled at all branches, auxiliary classrooms, and classroom extensions.** Sustaining fees are due and payable on the first day of the institution's fiscal year, with a 30-day grace period allowed for payment. Sustaining fees received following that grace period are subject to late fees (refer to page 6).

ANNUAL SUSTAINING FEES

Number of Participant Clock Hours Over	But not over	Sustaining Fee
0	20,000	\$1,200
20,000	50,000	\$1,800
50,000	100,000	\$2,350
100,000	250,000	\$3,700
250,000	500,000	\$4,550
500,000	750,000	\$5,100
750,000	1,000,000	\$5,650
1,000,000	1,250,000	\$6,200
1,250,000	1,500,000	\$6,750
1,500,000	2,000,000	\$7,600
2,000,000	and above	\$8,600

¹Discretionary criteria based upon minimum prior 12 month's full-time employment at the institution by staff constituting a majority purchase.

ANNUAL SUSTAINING FEES (CONTINUED)

Branch Sustaining Fees

Number of Branches	Fees
1	\$ 500.00
2	750.00
3	1,000.00
4	1,250.00
5	1,500.00
6	1,750.00
7	2,000.00
8	2,250.00
9	2,500.00
10	2,750.00
11 - 15	3,250.00
16 - 20	3,750.00
21 - 50	4,250.00
51 or more	5,250.00

Auxiliary Classroom/Classroom Extension Sustaining Fees¹

Number of Classrooms	Fees
1 - 2	\$ 500.00
3 - 4	1,000.00
5 - 6	1,500.00
7 - 8	2,000.00
9 - 10	2,500.00
11 - 30	3,500.00
31 or more	4,500.00

Title IV Administrative Fee

An additional fifty percent (50%) of total sustaining fees will be assessed institutions eligible and certified by the U.S. Department of Education to participate in Title IV student financial aid programs.

¹ Once approved, an auxiliary classroom located adjacent to or directly across from the main or branch campus is considered an expansion of the main or branch campus facility; therefore, additional fees for the auxiliary classroom may be waived, including additional annual sustaining fees.

LATE FEES AND PENALTIES

Late Fee for Late Reporting: A \$500 late fee will be charged an institution for the late submission of the Annual Report (Document 12) or any report directed by the Commission including, but not limited to: (1) the ASER/ BASER, (2) Document 8, (3) Annual Financial Statements, (4) Interim Reports, (5) Staff Reports, and (6) applications for additional branches/auxiliary classrooms, new programs, degree granting, distance learning, and changes of ownership/control. An additional \$500 will be assessed, if the report is not received by the ACCET office for each thirty (30) day increment beyond the required submission deadline. After sixty (60) days, an institution's accredited status will be subject to a Show-Cause directive.

Late Fee for Late Payments: A \$500 late fee will be charged for the late payment of the Annual Sustaining Fees or other fees identified in Document 10 including, but not limited to: (1) on-site examination fees, (2) applications for additional branches/auxiliary classrooms, new programs, degree granting, distance learning, and changes of ownership/control, and (3) appeals fees. An additional \$500 will be assessed, if the payment is not received by the ACCET office for each thirty (30) day increment beyond the required submission deadline. After sixty (60) days, an institution's accredited status will be subject to a Show-Cause directive.

Late Fee Reduction or Waiver: Any late fee must be paid by the institution in a timely manner in accordance with Document 10. An institution may request a reduction or waiver of the late fee by submitting a written Request for Special Consideration by the ACCET Accrediting Commission. The request will be considered at the next regularly scheduled meeting of the Commission. If granted by the Commission, a refund of the late fee will be made in whole or part.