

# 1. Fees

## ***Application, Readiness Assessment, Visitation, Curriculum Reviews, Training Site Approval, Title IV Certification, Appeals/Reconsideration/Arbitration, International Contract Reviews, Annual Dues, Fees, Listing Fees, Title IV, Late Payment, Refunds, and Other Fees***

The Application, Readiness Assessment, Visitation, Review, and Appeals Fees apply for institutions seeking initial accreditation, accredited institutions undergoing the five year re-accreditation review, institutions undergoing special examinations or visits directed by the Commission, and institutions appealing negative Commission decisions on accreditation.

The fees apply for the review of new or revised courses of accredited institutions. They also apply for visits made when accredited institutions move to new locations or request approval of new or alternate training sites, and for visits made because of changes of ownership or management.

The Annual Dues and Fees apply for all accredited institutions. All fees must be paid in U.S. dollars.

The Accrediting Commission will not give favorable consideration to an institution unless its account is paid in full. Accreditation Fees are not refundable.

### 1. FEES

#### A. Application Fee

An Application Fee of **\$1,000** will be charged institutions seeking **initial** accreditation. A **\$500** Application fee will be charged for institutions seeking re-accreditation. The Application Fee must accompany the “Application for Accreditation.”

#### B. Readiness Assessment Fee

A Readiness Assessment Fee of **\$2,000** will be charged for the Readiness Assessment done by an independent DETC-appointed evaluator to assist an applicant institution in preparing for a full on-site evaluation. The Readiness Assessment Fee should be sent with the SER. If the institution is found “not ready” for a full on-site visit, it may request another review by same evaluation (\$1,000) or a different evaluator (\$2,000). If, after receiving the Readiness Assessment Report, the institution wants to request a consultation with DETC, the consultation fee is **\$500**. If an institution is not found “ready” after the second Readiness Assessment, the institution must have a “Readiness Visit.” A “Readiness Visit” is an on-site visit with one evaluator and a DETC Staff member. The fee for the Readiness Visit is the same as the Visitation Fee (see C. below) or \$1,800 for each committee member or \$3,600.

#### C. Visitation Fee

A Visitation Fee will be charged for the visit of the Examining Committee to the institution at the rate of **\$1,800** for each committee member making the visit for each day of the examination, including travel days between separate divisions or offices of the institution being examined. The size of the institution and the number of

courses offered will determine the size of the Examining Committee. Subject Specialist Evaluators visiting the institution, the Accrediting Commission Observer, and the Staff Observer will be considered members of the Examining Committee. A statement for the Visitation Fee will be sent to the institution, and payment is due before the visit is made.

#### **D. Curriculum Review Fees**

Non-Degree: Curriculum Review Fee of **\$600** will be charged for each review of a new or revised vocational/certificate program.

Degree: A Curriculum Review Fee of \$700 will be charged for each review of a new or revised degree program, plus \$100 for each course submitted. A Curriculum Review Fee of \$600 will be charged for a new or revised certificate program that includes courses previously reviewed. A Curriculum Review Fee of \$800 will be charged for a new or revised certificate program that includes courses not previously reviewed.

#### **E. Courses Receiving “Not Met” Ratings**

If a course being reviewed by a Subject Specialist receives any “not met” ratings, the institution must pay the following fees for the appropriate option.

1. Respond to “Not Met”: \$300
2. Request New Reviewer: Original Curriculum Review Fee (see above)
3. Withdraw Course: No Charge

#### **F. Training Site Approval Fee**

A Training Site Approval Fee of **\$500** must accompany a request for the review of a proposed training site of an accredited institution. The Visitation Fee will also be charged for the visit to the training site.

#### **G. Title IV Certification Fees**

A Certification Visitation Fee will be charged for the visit of the Examining Committee to an institution at the rate of **\$1,800** for each committee member making the visit for each day of the examination, including travel days between separate divisions or offices of the institution being examined. Normally, two people will serve on the committee. A statement for the Title IV On-Site Certification Fee will be sent to the institution, and payment is due before the visit is made. An application fee of **\$500** will be charged institutions who are seeking participation in the Federal Student Aid Title IV programs. Application is made by submitting form E.4.A. Application for Certification for Participation in FSA Title IV Programs. An institution wanting to become a Title IV eligible institution and NOT participate in any Title IV programs must submit E.4.A. Application for Certification as a Deferment Institution with an application fee of \$500 **and undergo an on-site visit.**

#### **H. Appeals Fee/Reconsideration Fee/Arbitration**

When an institution appeals a negative decision on accreditation under the procedures set forth in *DETC Accreditation Handbook*, an Appeals Fee/Reconsideration Fee (*see E.3.*) *or Arbitration (see E.14.)* of \$20,000 must accompany the written request for the appeal. The failure to pay this fee or to bring the institution account current at least 10 days before the date of the scheduled appeals hearing shall be deemed a waiver of the institution’s right to appeal and causes the Commission’s negative decision to become final.

## I. International Activity Contract Review Fee

A fee of \$500 must accompany each request for the required review per DETC C.17. Policy on International Activities of any proposed contract between a DETC institution and a Non-U.S. institution. The fee will be charged for any initial reviews and any necessary follow-up reviews.

## II. Annual Dues and Fees

### A. Dues

DETC Dues shall be the following: Annual dues shall be eighty-six hundredths of one percent (.86% or .0086) of school cash collections up to \$3,500,000, but in no case shall an organization pay dues of less than \$1,000. For school cash collections exceeding \$3,500,000, the organization shall pay \$600 per million or part thereof. Subsequent changes in dues shall be based on the .86 percent amount and shall be stated as a percentage of organizational cash collections.

### B. Fees

Each institution will pay an annual Accreditation Fee based on the total annual cash collections from distance study enrollments received by the institution during the preceding calendar year. This annual fee is separate from and in addition to the annual dues for membership in the Distance Education and Training Council.

The Accreditation Fee schedule is:

#### Total Cash Collections:

\$0 to \$100,000	\$300
\$100,000 to \$249,999	\$500
\$250,000 to \$499,999	\$1,000
\$500,000 to \$749,999	\$1,500
\$750,000 to \$999,999	\$2,000
\$1,000,000 to \$1,999,999	\$3,000
\$2,000,000 to \$2,999,999	\$4,000
\$3,000,000 and over	\$5,000
Military Institutions	\$3,000

An accredited institution with no tuition income will be charged an Annual Accreditation Fee, up to \$4,000, established by the Accrediting Commission for the institution or category of institutions.

### C. Listing Fees

The name of **each** accredited institution and the name of **each** of its separately advertised divisions or courses must appear alphabetically in the Accrediting Commission's list of accredited institutions (*Directory of Accredited Institutions*). The Annual Accreditation Fee covers **one** institution listing. A fee of either one half of the institution's Annual Accreditation Fee or **\$1,500**, whichever is less, will be charged for each additional listing.

**D. Title IV Fees**

Each Title IV participating institution will pay a special Title IV Fee based on the total annual cash of collections from Title IV revenues received by the institution during the preceding calendar year. This annual fee is separate from and in addition to the annual accreditation fees and the annual dues for membership in the Distance Education and Training Council.

DETC Title IV Participant Fee shall be .05% or .005 of an institution's total cash collections from Title IV revenues up to \$10 million, but in no case shall an organization pay less than \$1,000 for this fee annually. For cash collections from Title IV revenues exceeding \$10 million, the institution shall pay \$1,000 for each \$1 million or part thereof.

**E. Late Payment of Dues and Fees**

If Dues and Fees are not paid in full by April 30th, an interest charge of 1½% per month (18% per year) will be charged on the outstanding Dues and Fees balance. If a Dues and Fees balance remains as of September 30th, the institution will be subject to a special accreditation examination.

**F. Refund Policy for Dues**

The Accrediting Commission has adopted the following refund policy on Dues for DETC schools:

If a school involuntarily loses its accreditation during the first Quarter of a fiscal year (April 1—June 30), it will be refunded 75% of its dues. If a school loses its accreditation the second Quarter of a fiscal year (July 1—September 30), it will be refunded 50% of its dues. If a school loses its accreditation after the second Quarter of a fiscal year (October 1—March 31), the school will not receive a refund.

If a school withdraws from membership or accreditation, or threatens or is in litigation with the Accrediting Commission, no refunds will be made. Annual Accreditation and Listing Fees are not refundable.

**III. Other Fees****A. Oral Presentation Transcript Fee**

An institution making an appearance before the Commission to make oral presentation under the procedure set forth in *DETC Accreditation Handbook*, Appendix D. 2., will be charged the actual cost of any transcript of the oral presentation which it may elect to have made (including one copy of the transcript for the Accrediting Commission).

**B. Non-U.S. Institutions**

The institution will pay the actual cost of the review including travel expenses of the visiting committee, fees for course reviews, and the appropriate honoraria plus a 15 percent administrative fee. The applicant will be sent an estimated fee that must be paid (in U.S. funds drawn from a U.S. Bank) prior to the visit. Adjustments will be made following the visit.

### C. CHEA Dues

Degree granting institutions will be billed an annual membership fee for their membership in the Council for Higher Education Accreditation (CHEA). **CHEA will bill the institutions directly.** For the current dues rate, please contact CHEA at 202-955-6126 or visit [www.chea.org](http://www.chea.org).

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(revised January 2010)

Summary of Fees			
1.A. Application – Initial	\$1,000	1.G. Title IV On-Site Certification – per examiner per day	\$1,800
1.A. Application – Reaccreditation	\$500	1.G. Application Fee for Title IV & Application for Deferment	\$500
1.B. Readiness Assessment	\$2,000	1.H. Appeals/Reconsideration Fee	\$20,000
1.B. Readiness Assessment – 2 <sup>nd</sup> review by same reviewer	\$1,000	2.A. Dues (.86% up to \$3,500,000 – then see scale)	
2 <sup>nd</sup> review by new reviewer	\$2,000	2.B. Fees (see fee schedule)	
1.B. Readiness Assessment Consultation	\$500	2.C. Listing Fees (1/2 fees up to \$1,500)	
1.B. Readiness Visit	\$1,800 x 2	2.D. Title IV Fees (see schedule)	
1.C. Visitation Fee – per examiner per day	\$1,800	2.E. Late Fees (18% per year if not paid by April 30 <sup>th</sup> )	
1.D. Curriculum Review Fee for each non-degree vocational/certificate review	\$600	2.F. Refund (voluntarily resigns – no refund) (loses accreditation 1 <sup>st</sup> quarter = 75%; 2 <sup>nd</sup> quarter = 50%; after = no refund)	
1.D. Curriculum Review Fee for each degree program	\$700 +	3.A. Oral Presentations	Actual
- each course	\$100	3.B. Non-U.S. Visits (actual + 15%)	
- certificate (previously reviewed)	\$600	3.C. CHEA Dues (billed by CHEA)	
- certificate (not previously reviewed)	\$800		
1.E. Course Reviews with “Not Met”			
Respond to Not Met Standard	\$300		
Request new reviewer/degree	\$600/\$700+		
Withdraw course	NC		
1.F. Training Site Approval	\$500		