

Fees

Application, Readiness Assessment, Visitation, Curriculum Reviews, Training Site Approval, Title IV Certification, Appeals, Arbitration, International Contract Reviews, Change of Ownership/Management, Annual Dues, Fees, Listing Fees, Title IV, Late Payment, Refunds, and Other Fees

As part of its accreditation process, the DETC Accrediting Commission applies fees for the various procedures outlined below. This policy covers which fees are required for initial and reaccreditation applicants; curriculum reviews; annual dues and fees (applies to all accredited institutions), and several others. 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, including application fees are not refundable.

I. Application, Assessment, Visitation, & Curriculum Review Fees

A. Application Fee

An Application Fee of **\$3,000** will be charged institutions seeking **initial** accreditation. A **\$1,000** 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 **\$3,000** 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 for **\$2,000** from the same evaluator. If they request a different evaluator, the fee is \$3,000. If, after receiving the Readiness Assessment Report, the institution wants to request a consultation with DETC, the consultation fee is **\$1,000**. If an institution is found “not 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 **\$2,000** for each committee member or **\$4,000**.

C. Visitation Fee

A Visitation Fee will be charged for the visit of the Examining Committee to the institution at the rate of **\$2,000** per committee member per day. 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 at least two weeks before the visit takes place.

D. Curriculum Review Fees

DETC Staff will invoice the institution for each course/program review. Please do not send checks prior to receiving an invoice. Do not send checks without identifying information. Please include a copy of the invoice or a brief memo stating for the curriculum review the fee is associated.

1. Degree

- a. Adding a New Degree Program (in similar area): \$800 base fee plus \$100 for each course submitted (minimum of 3 courses)
- b. Adding a New Degree Program(in new area): \$800 base fee plus \$100 for each course submitted (minimum of 50% of courses)
- c. Adding a New Degree Program at Different Level: \$800 base fee plus \$100 for each course submitted (minimum of 50% of courses)
- d. Adding a Professional Doctoral Degree: \$1,000 base fee plus \$100 for each course submitted (50% of courses)
- e. Adding a New Concentration to an Already Approved Degree Program: \$800 base fee plus \$100 for each course submitted (minimum of 50% of courses)
- f. Adding a New Degree Course: \$600
- g. Adding Combination Distance-Study Resident Program: \$800 base fee plus \$100 for each course submitted (minimum of 3 courses) **PLUS** Training Site Approval fee \$500 (invoiced separately) **PLUS** On-Site visit fee
- h. Adding a Degree Certificate Program (containing courses already approved): \$500
- i. Adding a Degree Certificate Program (containing courses *not* already approved): \$800 base fee plus \$100 for each course submitted (minimum of 50% of courses)
- j. Adding a New High School Division: \$600 base fee plus \$100 for each course submitted
- k. Adding a New High School Course: \$600
- l. Changing Course/Program Title: No charge
- m. Revising a Degree Program: \$800 base fee plus \$100 for each course submitted (minimum of 3 courses)
- n. Revising a Degree Course: \$600 (per course)
- o. Changing Method of Delivery: Varies—at minimum a fee equivalent to “Adding a New Degree Program (in similar area)” will be assessed
- p. Acquiring Courses/Programs: See “Adding a New Degree Program” and “Adding a New Degree Course”

2. Non-Degree

- a. Adding a New Vocational, Avocational, Diploma or Certificate Program (in similar area): \$800
- b. Adding a New Vocational, Avocational, Diploma or Certificate Program (in new area): \$800
- c. Adding New High School Division: \$600 base fee plus \$100 for each course submitted
- d. Adding a New High School Course: \$600
- e. Adding New Combination Distance-Study Resident Program: \$800 **PLUS** Training Site Approval fee \$500 (invoiced separately) **PLUS** On-Site visit fee

- f. Revising Vocational, Avocational, Diploma or Certificate Program: \$500
- g. Changing Program Title: No Charge
- h. Changing Method of Delivery: Varies—at minimum a fee equivalent to “Adding a New Vocational, Avocational, Diploma, or Certificate Program” will be assessed
- i. Acquiring Courses/Programs: See “Adding a New Vocational, Avocational, Diploma, or Certificate Program”

E. Courses Receiving Not Met Findings (this includes partially meets and does not meet standards)

If a course being reviewed by a Subject Specialist receives any not met findings, the institution must pay the appropriate fees for the following options:

- 1. Respond to Subject Specialist Report:
 - a. Vocational, Avocational, Diploma or Certificate Program (new & revised): \$300
 - b. Degree Program or Degree Certificate Program (new & revised): \$500
 - c. Degree Course: \$300
 - d. High School Division: \$500
- 2. Request New Reviewer: Original Curriculum Review Fee (see above)
- 3. Withdraw Course: No Charge

F. Training Site Approval Fee

An Application for New Combination Programs/Training Sites (E.16.) and a **\$500** processing fee must accompany an institution’s *Proposed Training Site Report* (PTSR) in accordance with C.7. Policy on New Combination Distance Study-Resident Programs or Training Sites. An on-site visit is required, and an additional visitation fee will also be charged. See C.7. for further details.

G. Change of Ownership

An Application for Change of Ownership (E.14.) and a **\$500** processing fee must accompany an institution’s “Change of Ownership Notification Report” 30 days prior to the change is proposed to take place. A visit is also required, and a visitation fee will also be charged. See C.3. Policy on Change of Ownership for further details.

H. Change of Location or New Administrative Site

An Application for Change of Location or New Administrative Site (E.15.) and a **\$500** processing fee must be submitted at least 30 days before the change or new location takes place. The institution must also must a “Change of Location or New Administrative Site Report.” A visit is also required, and a visitation fee will also be charged. See C.4. Policy on Change of Location or New Administrative Site for further details.

I. 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 **\$2,000** per committee member per day. A statement for the Title IV On-Site Certification Fee will be sent to the institution, and payment is due at least two weeks before the visit takes place. 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.

J. Appeals Fee

When an institution appeals a negative decision on accreditation under the procedures set forth in *DETC Accreditation Handbook*, an Appeals Fee of \$25,000 and the Application for Appeal (see E.3.) must be sent to the Executive Director within 10 days of receipt of the Commission's letter advising the institution of the decision to deny or withdraw accreditation. The institution's failure to submit the application and fees within 10 days will be deemed a waiver of its right to appeal and cause the Accrediting Commission's action to become final.

K. Arbitration Fee

An institution challenging a final adverse decision on accreditation must submit to binding arbitration pursuant to Section 12.2. of the *DETC Constitution and Bylaws*. The Application for Arbitration (E.13.) must be submitted with the Arbitration fee of \$25,000 to the DETC Commission within 5 business days of receipt of the Commission's written statement advising the institution of the final adverse decision to deny or withdraw accreditation (see D.2. Appealing Commission's Adverse Decision).

L. 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 are 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:

<u>Total Cash Collections</u>	<u>Fee</u>
\$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.

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 **net** Title IV revenues received by the institution during the preceding calendar year. Net Title IV is the total amount of Title IV cash received by an institution minus any return of Title IV funds and any Title IV credit balances sent to students. 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 **net** cash collections from Title IV revenues up to **\$7** 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 **\$7** 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 electing to make an appearance before an Appeals or Arbitration Panel to make an oral presentation under the procedures set forth in *DETC Accreditation Handbook*, Appendix D. 2., and that wishes to have a transcript made of such oral presentation, 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. Late Fees on Annual Reports

An institution is required to submit its Annual Report by January 31st of the following year. If the institution's Annual Report, or significant components of the Annual Report, are not received by DETC by the second Friday following January 31st, the institution will be assessed a \$500 late fee.

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(adopted January 2011, revised October and December 2011)

Summary of Fees	
Circumstance	Amount
1. Application, Assessment, Visitation, and Curriculum Review fees	
1.A. Application – Initial	\$3,000
1.A. Application – Reaccreditation	\$1,000
1.B. Readiness Assessment	\$3,000
1.B. 2 nd Readiness Assessment	\$2,000
1.B. Readiness Assessment Consultation	\$1,000
1.B. Readiness Visit – per examiner per day	\$2,000
1.C. Visitation Fee – per examiner per day	\$2,000
1.D.1. Curriculum Review – Degree	varies
1.D.2. Curriculum Review- Non-Degree	varies
1.E. Course Reviews with Not Met findings	
• Voc/Avoc/diploma/certificate	\$300
• Degree program or degree certificate	\$500
• Degree course	\$300
• High School Division	\$500
Request new reviewer/degree (see 1.D. above)	NC
Withdraw course	NC
1.F. Training Site Approval	\$500 + visit fee
1.G. Change of Ownership	\$500 + visit fee
1.H. Change of Location or New Administrative Site	\$500 + visit fee
1.I. Title IV On-Site Certification – per examiner per day	\$2,000
1.I. Application Fee for Title IV & Application for Deferment	\$500 + visit fee
1.J. Appeals Fee	\$25,000
1.K. Arbitration Fee	\$25,000
1.L. International Contract Review	\$500
2. Annual Dues and Fees	
2.A. Dues	(.86% up to \$3.5 million – then see scale)
2.B. Fees	See fee schedule
2.C. Listing Fees	1/2 of accreditation fees up to \$1,500
2.D. Title IV Fees	.05% up to \$7 million on net Title IV
2.E. Late Fees on unpaid dues	18% per year not paid by April 31st

Circumstance	Amount
2.F. Refund Policy on Dues:	
voluntarily resigns	No refund
Lose accreditation	1 st quarter = 75%; 2 nd quarter = 50%; after = no refund
3. Other Fees	
3. A. Oral Presentation Transcript	actual cost
3.B. Non-U.S. Institution	actual cost + 15%
3.C. Late Fee on Annual Report	\$500