

1. Fees

Application, Readiness Assessment, Visitation, Subject Specialist, Course/Program Reviews, Training Site Approval, Title IV Certification, Appeals, Annual Dues and 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.

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. A statement for the Readiness Assessment Fee will be sent to the institution, and payment is due within 14 days. If the institution is found “not ready” for a full on-site visit, it may request a review by another evaluator. The fee for the addition review is **\$2,000**. If, after receiving the Readiness Assessment Report, the institution wants to request a consultation with DETC, the consultation fee is **\$500**.

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. Following the visit, adjustments will be made based on the number of examiners present.

D. Subject Specialist Fee

A Subject Specialist Fee of **\$600** will be charged per Subject Specialist for each review of a new or revised course. If the course is part of a degree program, a **\$1,000** fee will be charged per Subject Specialist for each course. If the Subject Specialist visits the institution, the Visitation Fee (see above) will also be charged. The Subject Specialist Fee will be charged for each Subject Specialist reviewing new or revised courses submitted by an accredited institution, including remedial programs and requests for the approval of admissions tests and the validation of course length.

E. Courses Receiving “B” or “C” Ratings

If a course being reviewed by a Subject Specialist receives any “B” (Meets standards but needs improvement) or “C” ratings (Does not meet standards), the institution must pay the following fees for the appropriate option (see “*Options for Course Receiving Any “B” or “C” Ratings*”).

1. Respond to Comments: \$250
2. Make Changes and Re-Submit: \$250
3. Request New Reviewer: \$600 (\$1,000 for degree programs)
4. Send to Third Evaluator: \$600 (\$1,000 for degree programs)
5. 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 On-Site Certification Fee

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 G.6. Application for Certification for Participation in FSA Title IV Programs.

H. Appeals Fee

When an institution appeals a negative decision on accreditation under the procedures set forth in *DETC Accreditation Handbook*, an Appeals Fee of **\$5,000** 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.

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.

The Title IV Participant Fee schedule is:

Total Cash Collections from Title IV Revenues:

\$0	\$0
\$1 to \$999	\$2,500
\$1,000 to \$99,999	\$5,000
\$100,000 to \$249,999	\$7,000
\$250,000 to \$499,999	\$10,000
\$500,000 to \$749,999	\$15,000
\$750,000 to \$999,999	\$20,000
\$1,000,000 to \$1,999,999	\$30,000
\$2,000,000 to \$2,999,999	\$40,000
\$3,000,000 and over	\$50,000

Plus \$5,000 for each million or part thereof above \$3 million.

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.

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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	\$500
Readiness Assessment	\$2,000	1.H. Appeals Fee	\$5,000
Readiness Assessment – 2 nd review	\$2,000		
		2.A. Dues (.86% up to \$3,500,000 – then see scale)	
Readiness Assessment Consultation	\$500	2.B. Fees (see fee schedule)	
1.C. Visitation Fee – per examiner per day	\$1,800	2.C. Listing Fees (1/2 fees up to \$1,500)	
1.D. Subject Specialist – for each review	\$600	2.D. Title IV Fees (see schedule)	
1.D. Degree Subject Specialist – for each review	\$1,000	2.E. Late Fees (18% per year if not paid by April 30 th)	
1.E. Course Reviews with “B” or “C” Ratings:	\$250	2.F. Refund (voluntarily resigns – no refund) (loses accreditation 1 st quarter = 75%; 2 nd quarter = 50%; after = no refund)	
Respond to Comments	\$600/\$1,000		
Make changes and resubmit/degree	\$600/1,000		
Request new reviewer/degree	\$600/1,000		
Send to for second review/degree	NC		
Withdraw course		3.A. Oral Presentations	Actual
1.F. Training Site Approval	\$500	3.B. Non-U.S. Visits (actual + 15%)	
		3.C. CHEA Dues (billed by CHEA)	