

# THE FACTS ABOUT FEES

## *Information for Candidate Schools*

July 2010

“How much will it cost?” is one of the most frequently asked questions from schools applying for candidate status. Once a school submits its Application for Candidate Status, and until it receives initial accreditation, several fees are assessed, which are required to be paid within a specific period of time to ensure the processing of the school’s request for accreditation. Following is an explanation of each fee assessed to candidate schools.

### ✂ **Candidate Application Fee - \$1,290**

This processing fee is to be submitted at the time of application, and includes two registrations for a NACCAS Accreditation Workshop.

### ✂ **Annual Sustaining Fee - \$1,620**

Sustaining fees must be submitted with the Application for Candidate Status. The amount is pro-rated on a monthly basis depending on when the application is received by NACCAS. (Refer to the chart in the application form.) If the sustaining fees are not paid when the Application for Candidate Status is received, the school will be billed and the sustaining fees are due within thirty days. The application cannot be processed until the application and sustaining fees are both paid.

Candidate schools will pay the base fee of \$1,620 annually until they become accredited. Once the school becomes accredited the sustaining fee is based on the number of students enrolled during the year as listed on the school’s most recent Annual Report. NACCAS invoices the sustaining fee in semi-annual installments (due in January and July). This fee covers the services provided to schools throughout the year such as consultation by mail and phone, maintenance of schools’ records, maintenance of the NACCAS website, publication of the NACCAS *Handbook*, NACCAS *Now* newsletter, and other services.

### ✂ **Visit Fees**

#### **Candidate Consultation Visit Fee - \$1,725**

This fee covers the costs of the two-person candidate consultation visit, and is invoiced upon the school’s request for the visit. The fee is due in 30 days. If the school withdraws from candidate status prior to completion of the visit, this fee will be refunded (with a deduction for any non-refundable costs incurred by NACCAS, such as airfare).

Also, the above fee of \$1,725 applies to visits conducted Monday through Friday only. NACCAS offers an optional Saturday visit for an additional fee of \$1,225 (i.e., total fee would be \$2,950).

### ✂ **Additional Program Fees - \$330**

When a candidate school submits its application for initial accreditation, it must pay a fee of \$330 for each additional program beyond the first one listed in the application. For example, if the school has 3 programs it would pay \$660. This fee covers the NACCAS cost of evaluating the programs. These fees must be paid with the school’s application.

✂ **Full Team on-site Evaluation Fee for Accreditation - \$3,725**

Once the school has completed the candidate process and submits the Application for [Initial] Accreditation, the school will be invoiced for the full-team on-site evaluation. This flat fee, which covers the costs of the evaluation, is invoiced in five monthly installments of \$745. If the school decides to accelerate the on-site evaluation date, and NACCAS can accommodate that request, the visit fee would have to be paid in full thirty days prior to the scheduled date of the visit.

Also, the above fee of \$3,725 applies to visits conducted Monday through Friday only. NACCAS offers an optional Saturday visit for an additional fee of \$1,850 (i.e., total fee would be \$5,575).

In summary, a school with two programs that goes through the candidate process and becomes accredited within one year should anticipate total fees of \$8,690, as follows:

Candidate Application Fee \$1,290 (includes registration for 2 attendees at a workshop)

Candidate Visit Consultation Fee \$1,725

Additional Program Fee \$330

Full Team on-site Evaluation Fee \$3,725 (Monday-Friday visit)

Annual Sustaining Fee \$1,620

Initial accreditation may be granted for periods between one and three years. The school has the option to apply for renewal of accreditation, which may be granted for periods up to six years. The renewal process requires another application, attendance at a workshop, and full team on-site evaluation of each campus.

The above estimates of accreditation fees are effective as of July 1, 2010. The NACCAS Commission may revise the fees at any time. Please visit our website [www.naccas.org](http://www.naccas.org) for the latest information.

Also, schools should anticipate the expense of having annual financial statements compiled or audited by an independent Certified Public Accountant, as required by NACCAS Standard VII. If a candidate school does not have an external CPA, the owner should contact one early in the process. NACCAS requires that schools meet certain financial criteria to receive and maintain accreditation.

If you have any questions about this information, please contact the Director of Finance, Len Grus, at (703) 600-7600, ext. 132. We appreciate your interest in pursuing accreditation with NACCAS.