

THE FACTS ABOUT FEES

Information for Candidate Schools

July 2011

“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 - \$1,695**

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.) The candidate application cannot be processed until the application and sustaining fees are both paid.

Candidate schools will pay the base fee of \$1,695 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 personal consultation by e-mail and phone, maintenance of the NACCAS website, publication of the NACCAS *Now* quarterly newsletter, and production of webinars for schools.

✂ **Visit Fees**

Candidate Consultation Visit Fee - \$1,825

This fee covers the costs of the two-person candidate consultation visit, and must be paid with the school’s request for the visit. 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 \$1,825 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 \$3,050).

✂ **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 - \$3,825**

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. (A \$765 deposit is required with the application and the balance of \$3,060 is due within 30 days.)

Also, the fee of \$3,825 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 \$5,675).

In summary, a school with two programs that goes through the candidate process and becomes accredited within one year should anticipate total fees of \$8,965, as follows:

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

Candidate Visit Consultation Fee \$1,825 (Monday-Friday visit)

Additional Program Fee \$330

Full Team on-site Evaluation Fee \$3,825 (Monday-Friday visit)

Annual Sustaining Fee \$1,695

Initial accreditation may be granted for periods up to three years. One year prior to its anniversary date, the school may apply for renewal of accreditation, which may be granted for periods up to six years. Our renewal process requires another application, attendance at a workshop, and full team on-site evaluation of each campus. The approximate cost is currently \$6,200.

The above estimates of accreditation fees are effective as of July 1, 2011. The Commission may revise the fees at any time. Please visit our website www.naccas.org for the latest information.

If a school does not pay a fee by its due date, NACCAS will assess a 25% late fee per month. For example, if a sustaining fee of \$990 is not remitted by the due date, the school will be charged a late fee of \$247.50 in each of the following months as long as the fee remains outstanding. Schools must notify NACCAS promptly if there is a change in billing address.

In addition to NACCAS fees, schools should anticipate the expense of having annual audited financial statements prepared 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 engage one early in the accreditation process. NACCAS requires that schools meet certain financial criteria in order 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.