

SCHEDULE OF FEES

The National Accrediting Commission of Career Arts & Sciences (NACCAS) is a 501(c) (3) non-profit corporation. Our accreditation services are sustained solely by payment of fees by candidate and accredited schools. All applications submitted to the NACCAS office must include all required fees. The application will not be processed until the money is received.

NOTE:

- A. Fees are non-refundable except where noted.
- B. Fees are adjusted yearly on July 1st. Any fees not paid prior to July 1st will be subject to any increase on the new fee schedule effective July 1st. However, any school with a visit scheduled after July 1st, which pays the visit fee in full prior to July 1st will not have to pay the new fee.
- C. Late fees equal to 25% of the base fee, are assessed on the 15th of each month following the due date. All late fees are capped at 150% of the base fee. This applies to late applications, forms, and invoices that have a due date.
- D. Refer to the *Rules of Practice and Procedure* for requirements related to each process.

Process	Fee as of 7/1/2011
Candidate for Accreditation Application (Includes fee for attendance at a workshop by two school representatives) Note: If an applicant for candidate status does not meet the basic eligibility requirements for accreditation found in the <i>Rules of Practice and Procedure</i> section 1.2(b) its application and all fees shall be returned.	\$1,290.00 + prorated annual sustaining fee
Candidate Schools that attend a workshop prior to submitting application: If a school owner attends a workshop and subsequently submits an application for candidate status within 30 days, the workshop registration fee(s) paid by the school owner, and one other school representative, will be credited toward your account upon request to the Executive Director.	
Candidate Consultation Visit Note: This fee is refunded if the institution withdraws from candidate status before receiving the technical assistance visit. The school will be invoiced for this visit once it is granted Candidate status.	\$1,825.00
<ul style="list-style-type: none"> • Supplemental Fee, in addition to regular Candidate Consultation visit fee, for Voluntary Saturday Visit (Candidate Consultation) 	\$1,225.00
Initial Accreditation Application (includes one free program listing) NOTE: Applicants who have been through candidate status pay \$0 for their initial accreditation application. However, they must pay the additional program fee listed below.	\$1,290.00 + prorated annual sustaining fee (if school was not a candidate)
Additional Location Application (includes one free program listing). One application must be filed for each proposed additional location.	\$2,580.00 + prorated annual sustaining fee
Universal Additional Location Application (UALA) This is optional for schools that want to expedite the process of additional location approval. After the UALA has been approved by the Commission, additional location applications that are submitted to NACCAS will receive expedited processing, provided they meet the conditions set forth in the UALA. Please contact the Executive Director or Director of Accreditation for details.	\$500.00
Renewal of Accreditation Application (includes one free program listing) (Application due 12 months prior to renewal date)	\$1,290.00
Each additional program (after the first one) listed in an application for initial, additional location, or renewal of accreditation.	\$330.00

Process	Fee as of 7/1/2011
<p>On-Site Evaluation</p> <ul style="list-style-type: none"> Regular Team Visit (Section 3.1(a) of the <i>Rules</i>). Team consists of one NACCAS staff member and three evaluators. This fee applies to initial, renewal, second additional location campus accreditation visits, and other evaluations conducted by a full team. See notes below. <p>Initial accreditation visits: A deposit of \$765 must accompany the school's application. The balance of \$3,060 will be invoiced within 30 days after we receive the application, and the entire amount is payable within 30 days of the invoice date.</p> <p>Renewal visits: A deposit of \$765 must accompany the school's application. The balance will be invoiced as 4 monthly installments of \$765 each within 30 days after we receive the application. (The renewal process should begin one year before expiration of the school's current accreditation with NACCAS.)</p> <p>Second additional location accreditation visits: The fee will be invoiced as 5 monthly installments of \$765 each after the provisional additional location (PAL) visit is completed. (See information on the PAL visit below.)</p> <p>Unannounced visits: An invoice will be generated following the visit and the entire amount is payable within 30 days.</p> <p>IMPORTANT NOTE: When visits are billed in monthly installments, all fees must be paid in full prior to scheduling of the visit date, regardless of due dates that are stated on the invoices.</p>	<p>\$3,825.00 + cost of extra evaluators for specialized programs, if needed.</p> <p>Schools outside the contiguous 48 states: Actual Costs if greater than \$3,825</p>
<ul style="list-style-type: none"> Partial Team Visits (One NACCAS staff member and two evaluators) <p>Note: This is a flat rate proportional to the rate for a Regular Team Visit.</p>	<p>\$2,868.75</p> <p>Schools outside the contiguous 48 states: Actual Costs if greater than \$2,868.75</p>
<ul style="list-style-type: none"> Per day fee for each additional evaluator on full team visit (if necessary) 	<p>\$956.25</p>
<ul style="list-style-type: none"> Supplemental Fee, in addition to regular Initial Accreditation visit fee, for Voluntary Saturday Visit. 	<p>\$1,850.00</p>
<ul style="list-style-type: none"> Provisional Additional Location On-Site Evaluation – First Visit. (This will be invoiced once Provisional Additional Location status is granted). Second Visit (See Regular Team Visit Above for fee) (This will be invoiced when Provisional Additional Location first visit is completed). 	<p>\$2,950.00</p>
<ul style="list-style-type: none"> Two-Day Visit Fee is required by Two-Day Visit Policy, <i>Appendix 13</i>. This is a supplemental fee in addition to the regular full-team visit fee of \$3,825 (see above). The total cost of the two-day visit is \$5,400. 	<p>\$1,575.00</p>
<ul style="list-style-type: none"> Refusal of an On-Site Visit; Refusal of the date of a visit; Cancellation of A Visit after Accepting Visit Date; and/ or Withdrawal of Application Prior to Visit 	<p>\$500.00 + any direct costs</p>

Process	Fee as of 7/1/2011
Annual Sustaining Fee	
Note: Schools which apply for Candidate Status, Initial Accreditation (when not in candidate status), and additional location accreditation will pay the base amount of the sustaining fee, pro-rated, based on the number of months remaining until the next semi-annual billing cycle within our fiscal year (July 1st – June 30th). A chart is provided on the application. This must be submitted with the application fee.	
Base sustaining fee: All schools that are accredited, or have applied for candidate status or initial accreditation, are invoiced for sustaining fee semi-annually: One in July for \$990.00 and one in January for the remaining balance based on the number of students enrolled during the year for main and additional locations combined as listed on the school's most recent NACCAS Annual Report (see scale below). A school may be eligible for a pro-rata refund of sustaining fee if its application is denied or voluntarily withdrawn. Schools that have not been accredited by NACCAS are invoiced at the lowest rate of \$1,695 per year.	\$1,695.00
<ul style="list-style-type: none"> 0 – 99 Students (\$990 due in July and \$705 due in January) 	\$ 1,695.00 (base amount)
<ul style="list-style-type: none"> 100 – 199 (\$990 due in July and \$885 due in January) 	\$ 1,875.00
<ul style="list-style-type: none"> 200 – over (\$990 due in July and \$1,065 due in January) 	\$ 2,055.00
<ul style="list-style-type: none"> Fee for late payment of sustaining fee. (Example: If you fail to pay the July fee invoice for \$990, we will assess a late fee of \$247.50 in August.) 	25% of the fee per month or portion thereof
Change Applications: (Note: Schools in candidate status must notify NACCAS in writing of changes, but do not need to submit exhibits or fees.)	
Change of Ownership (due 45 days prior to change)	
<ul style="list-style-type: none"> Application fee for a single institution 	\$1,690.00
<ul style="list-style-type: none"> Additional application fee for additional institutions undergoing the same change of ownership 	\$500.00 each
Change of Financial Structure (due 30 days prior to change)	
<ul style="list-style-type: none"> Application fee for a single institution 	\$950.00
<ul style="list-style-type: none"> Additional application fee for additional institutions undergoing the same change of financial structure 	\$250.00 each
Change of Location Application (due 30 days prior to change)	
	\$750.00
Change of Name Application (due 30 days prior to change)	
	\$750.00
School Re-designation: Change of Designation for Main Campus Status to Additional Location Status and then the Additional Location Status to Main Campus status, or any single re-designation (such as (i) Main Campus Status to an Additional Location Status under a different Main Campus, (ii) Additional Location Status to a Main Campus Status, or (iii) a switch of an Additional Location Status from one Main Campus to another Main Campus).	
	\$750.00 each
Addition or Change of a Program (due 45 days prior to change)	
<ul style="list-style-type: none"> Application fee for a program at one institution (not reviewed during the initial or renewal application) 	\$1,580.00
<ul style="list-style-type: none"> Additional application fee for additional institutions under the same ownership adding or changing the same program 	\$530.00 each
Clock Hour to Credit Hour (or vice versa) Conversion Application	
	See non-substantive change below
Change in Participation in Federal Student Financial Assistance	
<ul style="list-style-type: none"> Withdrawal or termination from Title IV participation 	No Fee
<ul style="list-style-type: none"> Visit prior to beginning participation in Title IV 	See Visit Fees
Non-Substantive Changes (due 30 days prior to change).	
	\$375.00
NOTE: There is no fee if change is mandated by the state.	

Process	Fee as of 7/1/2011
Workshop – Prior to registration deadline	\$350.00
• After registration deadline	\$550.00
• Low Outcomes Workshop	\$150.00
Fee for non-compliance with workshop attendance requirements (not attending a workshop by required date)	\$500.00
Pocket Seminars	
• First staff instructor	\$2,000 + travel expenses
• Each additional staff instructor	\$500 + travel exp.
• Materials fee per participant	\$150.00
Annual Report – Late Filing (per campus charge)	\$505.00
Annual Financial Statements – Late Filing (per campus charge)	\$525.00
<p>Appeals: The appropriate fee(s) must be paid in the form of a cashiers, certified check or money order and must be submitted with the school's letter notifying NACCAS of its intent to appeal the Commission's adverse action. An appeal must be filed by the deadline specified in the corresponding action letter.</p> <p>PLEASE NOTE: When a main and its additional locations are withdrawn solely for the following reason(s): Either (1) for a failure to meet student outcomes requirements under Standard I, Criterion 5 and/or (2) for a failure of the schools' financial statements to meet the requirements under Standard VII, Criterion 3, the schools may pay a single appeal fee.</p>	
• Appeal from withdrawal for administrative reasons only (by submitting past due fee(s) or missing document(s))	\$500.00
• Other appeals – documentary (e.g., providing new financial statements)	\$2,890.00
• Personal Appearance before the Appeal panel	\$4,000.00
Mailing Labels	
• Copies	\$700.00
• On Disk	\$1,000.00
NACCAS Handbook	
• Hard Copy or CD	\$34.95
NACCAS Now newsletter (each school in our system receives one complimentary subscription)	\$50.00 per year
Other Technical Assistance Fees	
• Consultation/On-Site Assistance	\$950.00 per day plus expenses
• Additional on-site assistance by a NACCAS staff person	Actual Costs
• Fee for Consultation at NACCAS' Headquarters	No fee. School pays its own travel expenses.
• Research of a school file and copy sent to school	\$45.00 per hour
• Research Federal regulations and copy sent to school	\$45.00 per hour
Return Check Fee (per check returned from a school's bank)	\$35.00
Provision of Records	
• Retrieval of Archived Records	\$50.00
• Photo-duplication – Black & White Only	\$0.25 per copy
• Labor	\$45.00 per hour

If a school believes it has been charged a fee in error, it may submit to the Commission in writing and in a timely manner, a Petition for Variance stating in detail the reasons which support its position. Contact your regional accreditation specialist for details. In the meantime, NACCAS recommends payment of the disputed fee. The school will receive a prompt refund or credit to its account if the Commission grants its Petition for Variance.