

Appendix #2

SCHEDULE OF FEES

The National Accrediting Commission of Cosmetology Arts and Sciences is a 501(c) (3) non-profit corporation. The program of accreditation is sustained solely by payment of fees by applicant, 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 1 st . Any fees not paid prior to July 1 st will be subject to any increase on the new fee schedule effective July 1 st . However, any school with a visit scheduled after July 1 st , which pays the visit fee in full prior to July 1 st will not have to pay the new fee.
C.	Late fees equal to 25% of the base fee are assessed commencing the 15 th of each month following the due date. All late fees are capped at 150% of the base fee.
D.	Refer to the <i>Rules of Practice and Procedure</i> for requirements related to each process.

Process	Fee as of July 1, 2007
Candidate for Accreditation Application (includes one program and 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
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 up to one other school representative will be credited toward the candidate for accreditation application fee.	
Candidate Consultation Visit Note: This fee is refunded if the institution withdraws from candidate status before receiving the technical assistance visit.	\$1,675.00
Initial Accreditation Application (includes one program)	\$1,290.00
Provisional Branch Application (includes one program)	\$2,580.00
Renewal of Accreditation Application (includes one program)	\$1,290.00
Each additional program covered by an application for candidate, initial,	\$ 330.00.

Process	Fee as of July 1, 2007
branch, or renewal of accreditation.	
On-Site Evaluation	
<ul style="list-style-type: none"> Regular Visit (Section 3.2(a) of the <i>Rules</i>) <p>Note: This is a flat rate based on the previous fiscal year's average visit cost expense.¹ The on-site evaluation fee will be billed over a five-month period with full payment required prior to the on-site evaluation. Each payment will be in the amount of \$670.00.</p> <p>¹ This fee applies to initial, renewal or second branch campus accreditation visits.</p>	<p>Schools in contiguous 48 states: \$3,350.00 + cost of extra evaluators for specialized programs, if needed</p> <p>Schools outside the contiguous 48 states: Actual Costs</p>
Process	Fee as of July 1, 2007
<ul style="list-style-type: none"> Provisional Branch Campus On-Site Evaluation 	\$2,512.50
<ul style="list-style-type: none"> Two-Day Visit Fee as required by Two-Day Visit Policy 	\$4,400.00
<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 	\$500.00 + any direct costs
Annual Sustaining Fee	
<p>Note: Schools which apply for Candidacy, Initial, and Branch accreditation will pay the base amount of the sustaining fee, pro-rated, based on the number of months remaining in the fiscal year (July 1st – June 30th). A chart to calculate this for you is available at www.naccas.org</p>	
<p>Base sustaining fee: All schools in candidate status, accredited, or which have applied for initial accreditation, are invoiced for the Annual Sustaining fee in two separate billings: One in June for the basic fee of \$990.00 and one in January for the remaining balance based on a graduated scale using the number of students scheduled to graduate as listed on the school's most recent NACCAS Annual Report.</p>	\$1,620.00
<ul style="list-style-type: none"> 0 – 99 Students 	\$ 1,620.00
<ul style="list-style-type: none"> 100 - 199 	\$ 1,800.00
<ul style="list-style-type: none"> 200 - over 	\$ 1,980.00
<ul style="list-style-type: none"> Fee for late payment of sustaining fee. 	25% of the fee per month or portion thereof
Change Applications:	
<p>Note: Schools in candidate status must notify NACCAS of changes, but do not need to submit</p>	

Process	Fee as of July 1, 2007
exhibits or fees.	
Change of Ownership	
<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
Process	Fee as of July 1, 2007
Change of Financial Structure	
<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
<ul style="list-style-type: none"> • 	
Change of Location Application	\$750.00
Change of Name Application	\$750.00
Addition or Change of a Program	
<ul style="list-style-type: none"> • Application fee for a program at one institution 	\$1,580.00
<ul style="list-style-type: none"> • Additional application fee for additional institutions under the same change of ownership adding or changing the same program 	\$530.00 each
Clock Hour to Credit Hour Conversion Application	\$600.00
Application for Contracting to Train Students at Another Facility	\$400.00
Change in Participation in Federal Student Financial Assistance (Title IV) Programs	
<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
Workshop	\$300.00
Pocket Seminars	
<ul style="list-style-type: none"> • First staff instructor 	\$2,000 + travel expenses
<ul style="list-style-type: none"> • Each additional staff instructor 	\$500 + travel expenses
<ul style="list-style-type: none"> • Materials fee per participant 	\$150
Annual Report – Late Filing Note: 25% of the sustaining fee is assessed each month or portion thereof that the report is late.	\$505.00 Basic
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	

Process	Fee as of July 1, 2007
Commission's action.	
<ul style="list-style-type: none"> Appeal from withdrawal for administrative reasons (by submitting the fee or missing document) 	\$500.00
Process	
<ul style="list-style-type: none"> Other appeals – documentary 	\$2,890.00
<ul style="list-style-type: none"> Personal Appearance 	\$4,000.00
Mailing Labels	
<ul style="list-style-type: none"> Copies 	\$700.00
<ul style="list-style-type: none"> On Disk 	\$1,000.00
NACCAS Handbook	
<ul style="list-style-type: none"> Volume 1 	\$24.95
<ul style="list-style-type: none"> Volume 2 	\$10.00
<ul style="list-style-type: none"> Both volumes on CD rom 	\$34.95
NACCAS Logo Stickers (50/pack)	\$31.95
NACCAS Now	\$50.00 per year
Other Technical Assistance Fees	
<ul style="list-style-type: none"> Consultation/On-Site Assistance 	\$950.00 per day plus expenses
<ul style="list-style-type: none"> Additional on-site assistance by a NACCAS staff person 	Actual Costs
<ul style="list-style-type: none"> Fee for Consultation at NACCAS' Headquarters 	No fee. School pays its own expenses.
<ul style="list-style-type: none"> Research of a school file and copy sent to school (Minimum one hour) 	\$45.00 per hour
<ul style="list-style-type: none"> Research Federal regulations and copy sent to school (Minimum one hour) 	\$45.00 per hour
Return Check Fee (Assessed on any check returned from the bank for insufficient funds.)	\$35.00

Disputes Involving Fees: If a school believes it has been billed by NACCAS for a fee which it has already paid or in error, it shall submit to the Executive Director of NACCAS, in writing, in a timely manner, a letter including proof that the fee has been paid or stating the grounds in the NACCAS *Rules of Practice and Procedure* which supports its belief that the fee is not owed. Disputes which are not resolved administratively shall be submitted to the Interim Committee on Changes or the full Commission.