

**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 NACCAS must include all required fees in order to be processed.

<b>PLEASE NOTE THE FOLLOWING:</b>	
A.	Fees are non-refundable except where noted.
B.	Fees are normally adjusted yearly on July 1 <sup>st</sup> . Any fees not paid prior to July 1 <sup>st</sup> will be subject to any increase on the new fee schedule effective July 1 <sup>st</sup> . However, any school with a visit scheduled after July 1 <sup>st</sup> , which pays the visit fee in full prior to July 1 <sup>st</sup> will not have to pay the new fee.
C.	<b>Late fees equal to 25% per month of the original base fee due will be assessed on the 15<sup>th</sup> of each month following the due date. This applies to all late applications, forms, and invoices that have a due date, for up to a maximum of \$15,000 per occurrence for each school.</b>
D.	<b>Per Section 8.13(c) of the <i>Rules of Practice and Procedure</i>, an accredited school that fails to notify NACCAS of a Category 3 Change of Control or any Change of Location on a timely basis as required by the <i>Rules</i> will automatically relinquish accreditation if it fails to respond adequately to the Commission’s show cause order concerning that failure. The school may return to compliance by submitting the appropriate change application within the show cause period and will be assessed a <u>\$5,000 penalty fee</u>, in addition to the stated application fee and applicable late fees. Under Section 8.13(b) of the <i>Rules</i>, a school will automatically relinquish accreditation and be assessed a \$5,000 fee if it fails to notify NACCAS that it has closed or ceased operation as a school, or lost its state license to operate.</b>
E.	Refer to the <i>Rules of Practice and Procedure</i> for specific requirements related to each process.

<b>Applications Process</b>	<b>Fees as of 7/1/2015</b>
<b>Candidate for Accreditation Application</b> (Includes fee for attendance at a workshop by two school representatives) (Online via CRM Portal) 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. (Visit information – See Candidate Consultation Visit)	\$1,440 + pro-rated annual sustaining fee (see chart on application)
<b>Initial Accreditation Application</b> (includes one program at no additional charge) 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 if the school has multiple programs. (Form 2)	\$1,440 + pro-rated annual sustaining fee (if school was not a candidate)
<b>Additional Location Application</b> (includes one program at no additional charge). One application must be filed for each proposed additional location. (Form 3)	\$2,730 + pro-rated annual sustaining fee
<b>School Re-Designation Application</b> Change of Designation from Main Campus Status to Additional Location Status or 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). (Form 15)	\$875
<b>Renewal of Accreditation Application</b> (includes one program at no additional charge) ( <b>Application due 12 months prior to renewal date</b> ) (Form 4)	\$1,695
<b>Fee for each additional program</b> (after the first one) listed in an application for initial, additional location, or renewal of accreditation.	\$350

Process Site Visit	
<p><b>1. Full Team Visit</b> Regular Team visit (Section 3.1(a) of the <i>Rules</i>). Team consists of one NACCAS staff member (either onsite or virtual) and three evaluators. This fee applies to initial, renewal, additional location accreditation visit, and other evaluations conducted by a full team. Refer to the following examples of payment requirements and see Important Note below.</p> <ul style="list-style-type: none"> <li>• <b><u>Initial accreditation visit:</u></b> A deposit of \$891 must accompany the school’s application. The balance of \$3,564 will be invoiced within 30 days after we receive the application. The entire amount is payable within 30 days of the invoice date.</li> <li>• <b><u>Renewal visit:</u></b> A deposit of \$891 must accompany the school’s application. The balance will be invoiced as 4 monthly installments of \$891 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.)</li> <li>• <b><u>Additional location accreditation visit:</u></b> A deposit of \$1,485 must accompany the school’s application. The balance of \$2,970 will be invoiced within 30 days after we receive the application. The entire amount is payable within 30 days of the invoice date.</li> <li>• <b><u>Unannounced visit:</u></b> An invoice will be generated following the visit and the entire amount is payable within 30 days.</li> <li>• <b><u>Disaster – School Visit (Policy VIII.01):</u></b> An invoice will be generated prior to the visit and the entire amount is payable within 30 days of the invoice date.</li> </ul> <p style="text-align: center;"><b><u>Partial Team Visit</u></b></p> <ul style="list-style-type: none"> <li>❖ Interim Site Visit (9 months)</li> </ul> <p style="text-align: center;"><b><u>Full Team Visit</u></b></p> <ul style="list-style-type: none"> <li>❖ Interim Site Visit (12 months)</li> <li>❖ Final Site Visit</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Two-Day Visit:</u></b> Two-Day Visit Fee is required per the Two-Day Visit Policy, <i>Appendix 13</i>. This is a supplemental fee in addition to the regular visit fee (see above).</li> <li>• <b><u>Candidate Consultation Visit:</u></b> The school will be invoiced for this visit once it is granted Candidate status. <b>Note:</b> This fee is refunded if the institution withdraws from candidate status before receiving the technical assistance visit.</li> <li>• <b><u>Supplemental Fee:</u></b> A school will be invoiced a Supplemental Fee, in addition to the regular Candidate Consultation Visit fee, for voluntary Saturday Visit (Candidate Consultation).</li> </ul> <p><b>IMPORTANT NOTE: If a visit fee is billed in monthly installments, the fee must be paid in full in order for NACCAS to schedule your visit date, regardless of due dates that are stated on the invoices.</b></p>	<p>\$4,455 See #3 Additional Fees Related to Visits for cost of extra evaluators for specialized programs and cost of foreign language translators, if required.</p> <p>Schools outside the contiguous 48 states: Actual Costs if greater than \$4,455</p> <p>\$2,137</p> <p>\$4,455</p> <p>\$1,776</p> <p>\$2,137</p> <p>\$1,225</p>
<p><b>2. Partial Team Visit</b> (One NACCAS staff member, onsite or virtual, and two evaluators)</p> <p>Note: This is a flat rate fee proportional to the rate for a Regular Team Visit.</p>	<p>\$3,341.25</p> <p>Schools outside the contiguous 48 states: Actual Costs if greater than \$3,341.25</p>

<p>3. <b>Additional Fees Related to Visits</b></p> <ul style="list-style-type: none"> <li>• Per day fee for each additional evaluator on full team visit (if necessary)</li> <li>• Cost of extra evaluators for specialized programs</li> <li>• Cost of foreign language translators</li> <li>• Supplemental Fee, in addition to regular Initial Accreditation Visit Fee, for Voluntary Saturday Visit.</li> <li>• Refusal of an On-Site Visit; Refusal of the date of a visit; Cancellation of a visit after accepting visit date</li> </ul>	<p>\$1,113.75 Actual cost Actual cost</p> <p>\$1,850 \$500 + any non-refundable direct costs</p>
<b>Sustaining Fees</b>	
<p><b>Annual Sustaining Fee</b> <b>Note:</b> Schools which apply for Candidate Status, Initial Accreditation (if not already in candidate status), and additional location accreditation must pay the base amount of the sustaining fee, pro-rated for a period of one to six months from the date application is received by NACCAS until either January 1 or July 1. A chart for the pro-rated amount is provided on the application. The sustaining fee must be submitted with the application fee. Then going forward, as long as the school <b>is an active institution</b> with NACCAS, it must pay sustaining fees in July and January as described below.</p> <p><b>Base sustaining fee:</b> All schools that are accredited, or have applied for candidate status or initial accreditation, are obligated to pay sustaining fees of \$1,032 per campus location in July. The remaining balance of the annual fee is due in January and is 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). Schools in the process of applying for Candidate Status pay the base rate of \$1,772 per year. <b>Effective January 2016, all sustaining fee payments must be paid online. A \$25 processing fee will be assessed for sustaining fees that are not paid online. Effective July 2017, annual sustaining fees will be invoiced once a year in July.</b></p> <p><b>NOTE: As a courtesy NACCAS will send reminders to schools for the semi-annual payments due in January and July. However, if for some reason a school does not receive this reminder, it is still obligated to pay the required amount of sustaining fee on a timely basis according to the schedule below.</b></p>	<p>\$1,772</p>
<ul style="list-style-type: none"> <li>• 0 – 99 Students (\$1,032 due in July and \$740 due in January)</li> <li>• 100 – 199 students (\$1,032 due in July and \$925 due in January)</li> <li>• 200+ students (\$1,032 due in July and \$1,110 due in January)</li> </ul>	<p>\$ 1,772 \$ 1,957 \$ 2,142</p>
<ul style="list-style-type: none"> <li>• Fee for late payment of sustaining fee. (Example: If you fail to pay the July fee of \$1,032, we will assess a late fee of \$258 in August, and each subsequent month until paid.)</li> </ul>	<p>25% of the fee per month or portion thereof</p>
<b>Process: Rules of Practice and Procedure Changes</b>	
<p><b>Change Applications:</b> (Note: Schools in candidate status must notify NACCAS in writing of all changes listed below, but they do not need to submit the related exhibits or fees.)</p>	
<p><b>Change of Control Category 2 or 3 (due 30 days prior to change) ALSO PLEASE SEE PAGE 1 NOTE D FOR IMPORTANT INFORMATION.</b> (Form 12A &amp; 12B)</p> <ul style="list-style-type: none"> <li>• Application fee for a single institution</li> <li>• Additional application fee for additional institutions undergoing the same change of ownership</li> </ul>	<p>\$1,940 \$500 per school</p>
<p><b>Change of Organizational Structure Category 1 (due 30 days prior to effective date of change)</b> (Form 1)</p> <ul style="list-style-type: none"> <li>• Application fee for a single institution</li> <li>• Additional application fee for additional institutions undergoing the same change of financial structure</li> </ul>	<p>\$1,075 \$250 per school</p>
<p><b>Change of Location (due 30 days prior to effective date of change) ALSO SEE PAGE 1 NOTE D FOR IMPORTANT INFORMATION.</b> (Form 11)</p>	<p>\$875</p>
<p><b>Addition or Change of a Program (The Institution must receive approval from the Commission prior to start date of the first class.)</b> (Forms 5, 6, 7)</p> <ul style="list-style-type: none"> <li>• Application fee for a program at one institution (not reviewed during the initial or renewal application)</li> <li>• Additional application fee for additional institutions under the same ownership adding or changing the same program</li> </ul>	<p>\$1,730 \$530 per school</p>

<b>Clock Hour to Credit Hour (or vice versa) Conversion</b> (additional institutions undergoing the same change are \$250 per school) (Form 8, 8A)	\$750
<b>Change in Participation in Federal Student Financial Assistance (Form 14)</b> <ul style="list-style-type: none"> <li>• Withdrawal or termination from Title IV participation</li> </ul>	No Fee
<b>Non-Substantive Changes (due 30 days prior to change) Includes, but not limited to: (Form 1)</b> <ul style="list-style-type: none"> <li>• Change of Name/Alternate Name</li> <li>• Change of Contact</li> <li>• Change of Fiscal Year</li> <li>• Change of Ownership (No Change of Control)</li> <li>• Test Market Exception</li> <li>• Expanded/reduction of campus facilities</li> </ul> <p><b>Note:</b> Non-Substantive Change Fee is waived for Change of Contact information, Removal of Program and Change of Fiscal Year applications. However, if these changes are reported to NACCAS late, it may still be subject to a late fee based on \$695.</p>	\$695 per change
<b>Pocket Seminars</b> <ul style="list-style-type: none"> <li>• First staff instructor</li> <li>• Each additional staff instructor</li> <li>• Materials fee per participant</li> </ul>	\$2,000 + travel expenses \$500 + travel exp. \$150
<b>Process: Workshops</b>	
<b>Workshops</b> <ul style="list-style-type: none"> <li>• Prior to registration deadline</li> <li>• After registration deadline and walk-in registration</li> <li>• Concurrent Session (charged if attending Concurrent Session only)</li> </ul>	\$465 per attendee \$665 per attendee \$99 per class and attendee
<b>Fee for non-compliance with workshop attendance requirements (not attending a workshop by required date)</b>	\$300
<b>Process: Fees</b>	
<b>Annual Report –</b> <ul style="list-style-type: none"> <li>• Late Filing (per campus charge)</li> <li>• Incomplete Annual Report Attachment</li> <li>• Change Processing Fee for Outcomes Monitoring</li> <li>• Change Form Processing Fee</li> </ul>	\$505 \$75 \$505 \$175
<b>Annual Financial Statements –</b> <ul style="list-style-type: none"> <li>• Late Filing (per campus charge)</li> <li>• Incomplete Financial Statements</li> <li>• Failure to submit electronically via member login portal by independent CPA (per campus charge)</li> </ul>	\$525 \$75 \$250
<b>Institutional Self Study (ISS)</b> <ul style="list-style-type: none"> <li>• Failure to submit ISS electronically via Member Login Portal (per campus) This fee is effective April 1, 2016.</li> </ul>	\$250
<b>Appeals</b> <ul style="list-style-type: none"> <li>• Appeal from withdrawal for administrative reasons only</li> <li>• Other appeals – documentary (e.g., providing new financial statements to be evaluated specifically for the appeal)</li> <li>• Personal Appearance before the Appeal panel</li> </ul>	\$750 \$3,000 \$4,000
<b>NACCAS Handbook</b> <ul style="list-style-type: none"> <li>• Hard Copy (Handbooks are usually available in limited quantities following each NACCAS workshop. When the supply is exhausted, they are not available until the next quarterly workshop. The entire contents of the handbook is available on our website <a href="http://www.naccas.org">www.naccas.org</a>)</li> </ul>	\$34.95

<p><b>Other Technical Assistance Fees</b></p> <ul style="list-style-type: none"> <li>• Consultation/On-Site Assistance</li> <li>• Additional on-site assistance by a NACCAS staff person</li> <li>• Fee for Consultation at NACCAS' Headquarters</li>   <li>• Research of a school file and copy sent to school</li> <li>• Research Federal regulations and copy sent to school</li> </ul>	<p>\$950 per day plus expenses Actual Costs No fee. School pays its own travel expenses. \$45 per hour \$45 per hour</p>
<p><b>Return Check Fee</b> (per check returned from a school's bank for any reason)</p>	<p>\$35</p>
<p><b>Provision of School Records</b></p> <ul style="list-style-type: none"> <li>• Retrieval of archived records</li> <li>• Photo-duplication – black &amp; white only</li> <li>• Labor</li> </ul>	<p>\$50 \$0.25 per page \$45 per hour</p>

NOTE: If a school believes it has been charged a fee in error, it may submit to the Commission, in writing and within 30 days of receiving the disputed invoice, a Petition for Variance stating the rationale to support its position. The petition form is available on the NACCAS website [www.naccas.org](http://www.naccas.org)