

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.

PLEASE NOTE THE FOLLOWING:

- A. Fees are non-refundable except where noted.
- B. Fees are normally 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% per month of the original base fee due will be assessed on the 15th 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.**
- D. **Per Section 8.13(c) of the *Rules of Practice and Procedure*, 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 *Rules* 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 \$5,000 penalty fee, in addition to the stated application fee and applicable late fees. Under Section 8.13(b) of the *Rules*, 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.**
- E. Refer to the *Rules of Practice and Procedure* for specific requirements related to each process.

Process	Fee as of 7/1/2014
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.	\$1,440 + pro-rated annual sustaining fee (see chart on application)
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.	\$2,137
<ul style="list-style-type: none"> • Supplemental Fee, in addition to regular Candidate Consultation visit fee, for Voluntary Saturday Visit (Candidate Consultation) 	\$1,225
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 if the school has multiple programs.	\$1,440 + pro-rated 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. This includes additional locations under the UAL process below.	\$2,730 + pro-rated annual sustaining fee
Universal Additional Location Application (UALA) 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

Renewal of Accreditation Application (includes one free program listing) (Application due 12 months prior to renewal date)	\$1,695
Fee for each additional program (after the first one) listed in an application for initial, additional location, or renewal of accreditation.	\$350
On-Site Evaluation	
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. Initial accreditation visits: 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, and the entire amount is payable within 30 days of the invoice date. Renewal visits: 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.) Second additional location accreditation visits: The fee will be invoiced as 5 monthly installments of \$891. (See information on the PAL visit below.) Unannounced visits: An invoice will be generated following the visit and the entire amount is payable within 30 days. Disaster – School Visit (Policy VIII.01) An invoice will be generated prior to the visit and the entire amount is payable within 30 days of the invoice date. <ul style="list-style-type: none"> • Interim site visit, 12 mos. • Final site visit 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.	\$4,455 + cost of extra evaluators for specialized programs, and cost of foreign language translators, if required. Schools outside the contiguous 48 states: Actual Costs if greater than \$4,455
<ul style="list-style-type: none"> • Partial Team Visits (One NACCAS staff member and two evaluators) Note: This is a flat rate proportional to the rate for a Regular Team Visit.	\$3,341.25 Schools outside the contiguous 48 states: Actual Costs if greater than \$3,341.25
<ul style="list-style-type: none"> • Per day fee for each additional evaluator on full team visit (if necessary) • Cost of extra evaluators for specialized programs • Cost of foreign language translators 	\$1,113.75 Actual cost Actual cost
<ul style="list-style-type: none"> • Supplemental Fee, in addition to regular Initial Accreditation visit fee, for Voluntary Saturday Visit. 	\$1,850
<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). 	\$3,296
<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 \$4,455 (see above). The total cost of the two-day visit is \$6,231. 	\$1,776
<ul style="list-style-type: none"> • Change of Location Category 1 Visit (school moving up to 75 miles) 	\$2,137
<ul style="list-style-type: none"> • Change of Location Category 2 Visit (school moving over 75 miles) 	\$4,455
<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 	\$500 + any non-refundable direct costs

Annual Sustaining Fee	
Note: 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 is an active institution with NACCAS it must pay sustaining fees in July and January as described below.	
Base sustaining fee: All schools that are accredited, or have applied for candidate status or initial accreditation, are obligated to pay sustaining fees of \$1,002.50 per campus location in July. The remaining balance of the annual fee is due in January and 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 seeking accreditation pay the base rate of \$1,720 per year.	\$1,720
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.	
• 0 – 99 Students (\$1,002.50 due in July and \$717.50 due in January)	\$ 1,720
• 100 – 199 students (\$1,002.50 due in July and \$897.50 due in January)	\$ 1,900
• 200+ students (\$1,002.50 due in July and \$1,077.50 due in January)	\$ 2,080
• Fee for late payment of sustaining fee. (Example: If you fail to pay the July fee for \$1,002.50, we will assess a late fee of \$250.63 in August.)	25% of the fee per month or portion thereof
Change Applications: (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.)	
Change of Ownership Category 2 or 3 (due 45 days prior to change) ALSO PLEASE SEE PAGE 1 NOTE D FOR IMPORTANT INFORMATION.	
• Application fee for a single institution	\$1,940
• Additional application fee for additional institutions undergoing the same change of ownership	\$500 per school
Change of Organizational Structure Category 1 (due 30 days prior to effective date of change)	
• Application fee for a single institution	\$1,075
• Additional application fee for additional institutions undergoing the same change of financial structure	\$250 per school
Change of Location Application (due 30 days prior to effective date of change) ALSO SEE PAGE 1 NOTE D FOR IMPORTANT INFORMATION.	
	\$875
Change of Name Application (due 30 days prior to effective date of change)	
	\$875
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).	
	\$875 per application
Addition or Change of a Program (due 45 days prior to change)	
• Application fee for a program at one institution (not reviewed during the initial or renewal application)	\$1,730
• Additional application fee for additional institutions under the same ownership adding or changing the same program	\$530 per school
Clock Hour to Credit Hour (or vice versa) Conversion Application (additional institutions undergoing the same change are \$250 per school)	
	\$750
Change in Participation in Federal Student Financial Assistance	
• Withdrawal or termination from Title IV participation	No Fee
Non-Substantive Changes (due 30 days prior to change). NOTE: Effective July 1, 2014 non substantive change fee applies to state mandated changes.	
	\$695
Workshop – Prior to registration deadline	
• After registration deadline	\$465 per attendee
• Concurrent Session	\$665 per attendee \$99 per class and attendee

Fee for non-compliance with workshop attendance requirements (not attending a workshop by required date)	\$500
Pocket Seminars	
• First staff instructor	\$2,000 + travel expenses
• Each additional staff instructor	\$500 + travel exp.
• Materials fee per participant	\$150
Annual Report – Late Filing (per campus charge)	\$505
Annual Financial Statements – Late Filing (per campus charge)	\$525
Audited Financial Statements – Failure to submit electronically via member login portal by independent CPA (per campus charge) (Effective July 1, 2014)	\$250
• Appeal from withdrawal for administrative reasons only (by submitting past due fee(s) or missing document(s))	\$750
• Other appeals – documentary (e.g., providing new financial statements to be evaluated specifically for the appeal)	\$3,000
• Personal Appearance before the Appeal panel	\$4,000
NACCAS Handbook	
• Hard Copy or CD (Please note: 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 www.naccas.org)	\$34.95
NACCAS Now newsletter (each school in our system receives one complimentary subscription)	\$50 per year
Other Technical Assistance Fees	
• Consultation/On-Site Assistance	\$950 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 per hour
• Research Federal regulations and copy sent to school	\$45 per hour
Return Check Fee (per check returned from a school's bank for any reason)	\$35
Provision of School Records	
• Retrieval of Archived Records	\$50
• Photo-duplication – Black & White Only	\$0.25 per page
• Labor	\$45 per hour

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