



Monday, July 25, 2016

NACCAS Institutions:

Sustaining Fees are due July 31, 2016!

Just a friendly reminder to all institutions accredited by NACCAS, and those in the process of seeking accreditation (Candidate and Initial schools), your semi-annual sustaining fee(s) are due **July 31, 2016**.

It is NACCAS' practice to mail out courtesy invoices to our member institutions. However, in the event of any delays in receiving these courtesy invoices, the onus rests on the member institutions to ensure timely payment of their Sustaining Fees.

The July 2016 Sustaining Fee is \$1,032.00 per school. Please note, when sustaining fees are not paid on time, late fees of 25%, \$258.00, will be assessed monthly. In addition, failure to pay fees may lead to withdrawal of accreditation or removal of candidate status. Please refer to the NACCAS [Schedule of Fees](#), for more information regarding fees.

Sustaining fees must be paid online. Login to the [NACCAS Member Portal](#) to pay invoices directly from a bank account. Have your checkbook handy because you will need the bank routing and checking account numbers. Read the [Invoice Payment User Guide](#) prior to making a payment and pay particular attention to the formatting, spacing and punctuation requirements on pages 4 and 5 of the Guide. NOTE: Starting January 1, 2017, a **\$25 Processing Fee** will be assessed for sustaining fees that are not paid online.

Starting July 1, 2017, sustaining fees will be **billed annually** and will be due July 31st. You will no longer be billed twice a year. Please plan accordingly!

We appreciate your attention to this important matter and the opportunity to serve you. If you have invoice questions, you may contact [Lupeachra Davis](#), A/R Clerk. For login and portal payment questions, please contact [Michael Pickus](#).

Reminder to NACCAS-accredited schools: Your school's email address may be important to NACCAS as a part of the requirement that you are able to receive all official communications relevant to your accreditation. Before you unsubscribe make sure that NACCAS has a valid email address for your school.

National Accrediting Commission of Career Arts & Sciences | 4401 Ford Ave. Suite 1300 | Alexandria, VA 22302

To not receive further emails from us, please [click here](#) or reply to this email with "unlist" in the Subject line.