



Friday, December 23, 2016

NACCAS Institutions:

Sustaining Fees are due January 31, 2017!

Just a friendly reminder to all institutions accredited by NACCAS, and those in the process of seeking accreditation (Candidate and Initial schools), that your semi-annual sustaining fee(s) are due **January 31, 2017**.

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 January 2017 Sustaining Fees are based on the number of enrolled students listed on the school's annual report which was due November 30, 2016. Please refer to the NACCAS [Schedule of Fees](#), for more information regarding fees. **Effective July 1, 2017, annual Sustaining Fees will be invoiced once a year.**

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 punctuation requirements on pages 4 and 5. **Any payments mailed to NACCAS should include the \$25 Processing fee and should be mailed to our new address at 3015 Colvin Street, Alexandria, VA 22314.**

Please note, when sustaining fees are not paid on time, late fees of 25% will be assessed monthly. In addition, failure to pay fees may lead to withdrawal of accreditation or removal of candidate status.

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 Representative. For login and portal payment questions, please contact [Michael Pickus](#), Director of IT.

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.