



1/7/2015

Dear School Owner:

NACCAS Sustaining Fees are due January 31, 2015!

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, 2015**.

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 2015 Sustaining Fees are based on the number of enrolled students listed on the school's annual report which was due November 30, 2014. Please refer to the NACCAS [Schedule of Fees](#), for more information regarding fees.

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. Thus, we recommend you send your payment(s) via traceable means in order to ensure your payment is received by NACCAS by **January 31, 2015**.

We appreciate your attention to this important matter and the opportunity to serve you. If you have questions, you may contact Lupeachra Davis, A/R Clerk, or Yetta L. Hughes, Director of Finance, at (703) 600-7600.

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.