

THE FACTS ABOUT FEES

Information for Candidate Schools

March 2017

“How much will it cost?” is one of the most frequently asked questions from schools applying for candidate status. Once a school submits its Application for Candidate Status, and until it receives initial accreditation, several fees are assessed, which are required to be paid within a specific period to ensure the processing of the school’s request for accreditation. Following is an explanation of each fee assessed to candidate schools.

✂ **Candidate Application Fee \$1,440**

This processing fee is to be submitted at the time of application.

Workshop Note: After the candidate application has been received, two (2) school representatives may attend a NACCAS Workshop as no (registration) cost. If the school paid for a workshop before submitting the Application for Candidate Status, the account will not receive a credit for money paid prior to submitting the Application for Candidate Status but the next Workshop can be attended at no (registration) cost.

✂ **Annual Sustaining Fee \$1,772**

Sustaining fees must be submitted with the Application for Candidate Status. The amount is pro-rated on a monthly basis depending on when the application is received by NACCAS. (Refer to the chart in the application form.) The candidate application cannot be processed until the application and sustaining fees are both paid.

Candidate schools will pay the base fee of \$1,772 annually until they become accredited. Once the school becomes accredited the sustaining fee is based on the number of students enrolled during the year as listed on the school’s most recent Annual Report. NACCAS invoices the sustaining fee in one installment due in July of each year. This fee covers the services provided to schools throughout the year such as personal consultation by e-mail and phone, maintenance of the NACCAS website, publication of the NACCAS *Now* quarterly newsletter, and production of webinars for schools. **Effective July 1, 2017, annual sustaining fees will be invoiced once a year in July.**

✂ **Additional Program Fees \$350 (Application for Initial Accreditation)**

When a candidate school submits its Application for Initial Accreditation, it must pay a fee of \$350 for each additional program beyond the first one listed in the application. For example, if the school has 3 programs it would pay \$700. This fee covers the NACCAS cost of evaluating the programs. These fees must be paid with the school’s application.

✂ **Visit Fees**

Candidate Consultation Visit Fee \$2,137

This fee covers the costs of the two-person candidate consultation visit, and must be paid with the school’s Candidate consultation request for the visit. This fee applies to visits conducted Monday through Friday only. NACCAS offers an optional Saturday visit for an additional fee of \$1,225 (i.e., total fee would be \$3,362).

✂ **Full Team on-site Evaluation Fee for Accreditation \$4,455**

Once the school has completed the candidate process and submitted the Application for Initial Accreditation, the school will be invoiced for the full-team on-site evaluation. (A deposit of \$891 is required with the application, and the balance of \$3,564 is due within 30 days.)

Certain schools may require a two-day visit with an additional charge of \$1,776. If needed the school will be also invoiced for the actual Cost of foreign language translators (interpreters).

In **summary**, a typical candidate school with two programs that completes our accreditation process within one year should anticipate total NACCAS fees of an estimated \$10,154 during that time, itemized as follows (excluding the visit day's information):

- Candidate Application Fee \$1,440 (includes registration for 2 attendees at a workshop)
- Candidate Visit Consultation Fee \$2,137
- Additional Program Fee \$350
- Full Team on-site Evaluation Fee \$4,455 (one day visit)
- Annual Sustaining Fee \$1,772 (pro-rated for a period of 12 to one month from the date application is received by NACCAS)
- Additional fees (if necessary): Saturday visit, Extra evaluators, Interpreters, Refusal or cancellation of a visit, among others.

Initial accreditation may be granted for periods up to three years. One year prior to its anniversary date, the school may apply for renewal of accreditation, which may be granted for periods up to six years.

Our **renewal process** requires another application, attendance at a workshop, and full team on-site evaluation of each campus location. The **approximate cost** of this process is currently estimated at \$6,700 for a single-location school. For a Renewal of Accreditation, excluding the program fees, the fees are \$1,695 (Renewal Application Fee) + \$4,455 (Full-Team Site Visit Fee) \$465 (Workshop Fee) = \$6,615 (Total Estimated Fees). There is a \$350 fee for each additional program (after the first one).

✂ **Late Fees**

If a school does not pay a fee by its due date, NACCAS will assess a 25% late fee per month. For example, if a sustaining fee of \$1,032.00 is not remitted by the due date, the school will be charged a late fee of \$258.00 in each of the following months as long as the fee remains outstanding. Schools must notify NACCAS promptly if there is a change in billing address. **Effective July 1, 2017 NACCAS will assess a late fee of 25% of the corresponding Annual Fee.**

In addition to NACCAS fees, schools should anticipate the expense of having annual audited financial statements prepared by an independent Certified Public Accountant, as required by NACCAS Standard VII, criterion 1. If a candidate school does not have an external CPA, the owner should engage one early in the accreditation process. NACCAS requires that schools meet certain financial criteria in order to receive and maintain accreditation.

Please be informed that the Commission may revise the fees at any time. Please visit our website www.naccas.org for the latest information.

If you have any questions about this information, please contact the Director of Finance, Claire Wurmfeld, at (703) 600-7600, ext. 132. We appreciate your interest in pursuing accreditation with NACCAS.