

Slide 1



Welcome to the **2017** Annual Report Training Session which demonstrates how to complete the Sustaining Fees form for single and multi-sites. We will demonstrate how to fill out the form first for single sites, then for multi-sites.

If you haven't received your Annual Report Package, please contact CEA immediately.

This training is designed to lead you through the Sustaining Fees Form. Let's get started.

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**SUSTAINING FEES FORM**

CEA  
ACCREDITED

2017 Sustaining Fees Form - Single  
Fees and Forms Due February 15, 2017

Name of organization or institution:

Person completing form:

Email address:

**Explanation of Fees:**  
Each accreditation program and institution must pay an annual sustaining fee to CEA. Sustaining fees for 2017 are based on 2016 enrollment data. Enrollment data for the program or institution are requested by a certain date each year. Fees are based on student enrollment (the number of full and part-time students for all students at all instructional locations, including distance or auxiliary locations if any).

**Notes Regarding Multiple Programs/Institutions:**  
CEA accredits each year for a particular program, institution, and each accredited site must submit a sustaining fee. The institution can pay a single formal Sustaining Fee Payment Form, including call letters specified for each branch, to account for student enrollment and sustaining fees for all branches of the system.

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This year along with the Annual Report Package memo, which was sent to Constituents in November, there was an Excel file that contained the information for the Sustaining Fees form. Along with detailed instructions for how to complete the calculations, the Excel file has fillable cells and embedded formulas to automate the calculations required.

The Sustaining Fees form and payment are due by February 15 each year in order to maintain accredited status.

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**SUSTAINING FEES FORM**

CEA  
COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION

2017 Sustaining Fees Form - Single  
This year's form due February 25, 2017

Name of Program or Institution/Branch: \_\_\_\_\_

Person completing form: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

**Explanation of Fees:**  
Each accredited program and institution must pay an annual sustaining fee to CEA. Sustaining fees for 2017 are based on 2016 calendar year enrollment data when the program or institution was accredited for a period of the year. Fees are based on enrolled students using the number of full-time and non-full-time students (in all academic programs, including students at auxiliary locations if any).

**Note Regarding Multiple Programs/Institutions:**  
CEA accredits each site as a standing center individually, and each accredited site must submit sustaining fees. The multiple center may submit a single Annual Sustaining Fees Payment Form, including a calculation worksheet for each facility, to account for student enrollment and sustaining fees for all campuses in the system.

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Let's start to complete the form using a fictitious entity – The IEP at the University of the Arctic Circle. The person's name who is completing the form, email, and the date completed are required in case staff have questions while processing the report.

Pages 1-2 are detailed instructions for how to complete the form. Please pause the video to read these carefully.

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The image shows a screenshot of a web-based form titled "SUSTAINING FEES FORM" with the CEA logo in the top right corner. The form is titled "2017 Sustaining Fees Form - Origin". It features a table with the following columns: "Session/Term/Semester", "Weeks by Session", "Full-time Student Enrollments", and "Number of Weeks". The table contains six rows of data, with the first row having "Fall 2016" in the first column, "16" in the second, "10" in the third, and "16" in the fourth. The footer of the form includes "Commission on English Language Program Accreditation", "© 2017", and the page number "4".


Session/Term/Semester	Weeks by Session	Full-time Student Enrollments	Number of Weeks
Fall 2016	16	10	16
Spring 2017	16	10	16
Fall 2017	16	10	16
Spring 2018	16	10	16
Fall 2018	16	10	16
Spring 2019	16	10	16

The Sustaining Fees, due in February, are based on the prior calendar year's student weeks. This is much like personal income tax reporting where your taxes due in April are based on your income of the previous year. Remember, we'll be using last year's data to figure the current year's sustaining fees.

Let's begin with Table 1. Student weeks for full-time enrollments on page 3. First enter in the session, term, or semester name. The excel version does not allow sites to expand the form's rows. If you need to expand the form, please contact us. We'll send you an expandable Word version of the form. In the fictitious example, we are using six rows. After the session, term, or semester name, we enter the number of weeks in each.

Next we'll enter the full-time student enrollments.

## Slide 5




### FULL-TIME STUDENT ENROLLMENTS

CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student.

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CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student. Some programs may offer more than 18 hours of instruction. So a student who signs up for 18 hours or more of classes in a session, term, or semester is counted as one full-time enrollment. The lengths of terms or sessions will vary by program.

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## SUSTAINING FEES FORM


[2017 Sustaining Fees Form - Origin](#)

Table 1: Student weeks for full-time enrollments			
Academic Term/Session	Weeks in Session	Full-time Student Enrollments	Number of Weeks
Spring 1, 2016	8		
Spring 2, 2016	8		
Spring 3, 2016	4		
Spring 4, 2016	4		
Summer 1, 2016	8		
Fall 1, 2016	8		
Fall 2, 2016	8		

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Back to page 3 on the form, the fictitious site has six rows of sessions or terms with 4 or 8 weeks. By filling in the number of student enrollments, we can see the spreadsheet is automatically the number of student weeks with a simple formula of the number of weeks in a session, term of semester times the number of full-time student enrollments.

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### PART-TIME STUDENT ENROLLMENTS

Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

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Table 2 is concerned with part-time student enrollments. Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

Note that a program or institution can have part-time students in two ways. One way is if a site offers a regularly publicized session, program, or course that meets less than 18 hours per week. Another way is if the site has students that enroll in a regular, full-time program, but for less than full-time.

## SUSTAINING FEES FORM

Session/Term/Component	Weeks in Session	Full-time Student Enrollments	Student Weeks
Spring 1, 2016	6	65	330
Spring 2, 2016	6	9	54
Spring 3, 2016	3	6	18
Summer 1, 2016	6	45	270
Fall 1, 2016	6	3	18
Fall 2, 2016	6	11	66
<b>Total</b>			<b>2204</b>

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Returning to page 3, we can see Table 2 just below Table 1. Again, fill in the session, term, or semester information, the number of weeks in that session, and the part-time enrollments for that session. The spreadsheet automatically calculates the total for Table 2 using the formula of number of weeks in the session, term, or semester, the number of part-time student enrollments, times 0.5 to result in a total for that line. Each row in Table 2 is added together for a Total Table 2 Student Weeks sum.

The 2 Table totals are carried down to the bottom of the page. And the Total 2016 Students Weeks number is multiplied times 0.55 cents. To this sum is added the base fee of \$1,700. This amount is the Sustaining Fees owed by the site.

Please note: the sustaining fees are capped at \$9,000, so a single site will not pay more than \$9,000 annually.



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## SUSTAINING FEES FORM

1. Send the completed form via email to [annualreport@cea-accredit.org](mailto:annualreport@cea-accredit.org) by February 15, 2017.
2. Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314

*Some programs or institutions may require an invoice before a check can be issued. To request an invoice, send the completed form to [finance@cea-accredit.org](mailto:finance@cea-accredit.org).*

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Send the completed form via email to annual report at [cea-accredit.org](mailto:cea-accredit.org) by February 15.

Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314.

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**SUSTAINING FEES FORM**

CEA  
COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION

2017 Sustaining Fees Form - Single  
This form Due February 25, 2017

Name of Program or Institution/Branch: \_\_\_\_\_

Person completing form: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

**Explanation of Fees:**  
Each accredited program and institution must pay an annual sustaining fee to CEA. Sustaining fees for 2017 are based on 2016 credits per enrollment hour when the program or institution was accredited for a period of the year. Fees are based on enrolled students using the number of full and part-time students (the # of students at all sites/programs, including students at auxiliary locations if any).

**Note Regarding Multiple Programs/Institutions:**  
CEA accredits each site as a multiple system individually, and each accredited site must submit sustaining fees. The multiple system may submit a single Annual Sustaining Fee Payment form, including a calculation worksheet for each branch, to account for shared conditions and covering fees for all branches of the system.

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The Multi-site Sustaining Fees form can be found in the 2<sup>nd</sup> tab of the Excel spreadsheet sent to sites in November. Fill in the name of the main branch at the top field in the form. Additional branches should be listed in the Name of branches included field. For demonstration, we'll be using a fictitious example called Arctic English Academy.

CEA requests the name of the person completing the form (which may or may not be the primary contact for the site), this person's email, and the date completed, so staff can contact the correct person if there are any questions about the information in the form.

Pages 1 and 2 have detailed instructions for how to complete the form and the calculations in the form. Please read these carefully. Pause the video now to read the instructions.

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**SUSTAINING FEES FORM**

Page 3 of 3


2017 Sustaining Fees Form - Adult

Session/Term	Months of Session	Full-time Student Enrollment	Student Weeks
Florida - Spring 1, 2018	30	0	0
Florida - Spring 2, 2018	30	0	0
Arizona - Spring 1, 2018	30	0	0
Arizona - Spring 2, 2018	30	0	0
Arizona - Spring 3, 2018	30	0	0
Arizona - Spring 4, 2018	30	0	0
Arizona - Spring 5, 2018	30	0	0
Arizona - Spring 6, 2018	30	0	0
Arizona - Spring 7, 2018	30	0	0
Arizona - Spring 8, 2018	30	0	0
Arizona - Spring 9, 2018	30	0	0
Arizona - Spring 10, 2018	30	0	0
Arizona - Spring 11, 2018	30	0	0
Arizona - Spring 12, 2018	30	0	0

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After carefully reading the instructions, we note that each accredited site must account for its number of student weeks. In the case of the example, there are enough rows to list each branch separately and clearly. CEA expects multi-sites to submit multiple pages, but if your site needs an expandable Word version of the document, please contact us. We can send one to you right away.

In our example, we list each branch with its session, term, or semester name and the number of student weeks. Please note that the annual sustaining fees that are due each February are based on the prior calendar year’s student weeks. This is much like personal income tax reporting where your taxes due in April are based on your income of the previous year. Remember, we’ll be using last year’s data to figure the current year’s sustaining fees.




## FULL-TIME STUDENT ENROLLMENTS

CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student.

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CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student. Some programs may offer more than 18 hours of instruction. So a student who signs up for 18 hours or more of classes in a session, term, or semester is counted as one full-time enrollment. The lengths of terms or sessions will vary by program.



## SUSTAINING FEES FORM

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2017 Sustaining Fees Form - Adult

Table 1. Student weeks for full-time enrollments				
Section/Year/Quarter	Units or Sessions	K	Full-time Student Enrollments	Student Weeks
Class - Spring 1, 2018	30	K	10	300
Class - Spring 2, 2018	30	K	10	300
Acad 1 - Spring 1, 2018	30	K	10	300
Acad 1 - Spring 2, 2018	30	K	10	300
Acad 2 - Spring 1, 2018	30	K	10	300
Acad 2 - Spring 2, 2018	30	K	10	300

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Back on the page 3, looking at Table 1. Now we enter the number of full-time student enrollments. For this example, we are demonstrating how the form automatically calculates the student weeks.

Now let's talk about part-time enrollments.




## PART-TIME STUDENT ENROLLMENTS

Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

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Table 2 is concerned with part-time student enrollments. Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

Note that a program or institution can have part-time students in two ways. One way is if a site offers a regularly publicized session, program, or course that meets less than 18 hours per week. Another way is if the site has students that enroll in a regular, full-time program, but for less than full-time.



## SUSTAINING FEES FORM

2017 Sustaining Fees Form - Multi

Branch/Session	Weeks in Session	Full-time Enrollment	Student Weeks
Circle - Spring 1, 2016	20	45	900
Circle - Spring 2, 2016	20	45	900
Circle - Spring 3, 2016	20	45	900
Circle - Spring 4, 2016	20	45	900
Circle - Spring 5, 2016	20	45	900
Circle - Spring 6, 2016	20	45	900
Circle - Spring 7, 2016	20	45	900
Circle - Spring 8, 2016	20	45	900
Circle - Spring 9, 2016	20	45	900
Circle - Spring 10, 2016	20	45	900
Circle - Spring 11, 2016	20	45	900
Circle - Spring 12, 2016	20	45	900
<b>Total Table 1 Student Weeks</b>			<b>10800</b>


Branch/Session	Weeks in Session	Part-time Enrollment	Student Weeks
Circle - Spring 1, 2016	20	10	200
Circle - Spring 2, 2016	20	10	200
Circle - Spring 3, 2016	20	10	200
Circle - Spring 4, 2016	20	10	200
Circle - Spring 5, 2016	20	10	200
Circle - Spring 6, 2016	20	10	200
Circle - Spring 7, 2016	20	10	200
Circle - Spring 8, 2016	20	10	200
Circle - Spring 9, 2016	20	10	200
Circle - Spring 10, 2016	20	10	200
Circle - Spring 11, 2016	20	10	200
Circle - Spring 12, 2016	20	10	200
<b>Total Table 2 Student Weeks</b>			<b>2400</b>

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Scroll down to Table 2. The part-time session names and weeks have been added for the example. These are just sample numbers to demonstrate the embedded formulas. Note that part-time enrollments are counted as 0.5.

Page 2 shows the Table 1 and Table 2 sums. These numbers are carried to the bottom of the page. The 2016 total student weeks for all branches is multiplied times 0.55 cents. This number will not exceed the \$9,000 cap. For the example site, the sum is \$6,846.40. The base fee of \$1,700 is added and \$500 for each additional branch is also added. In this example, the site has the main branch and there are 2 additional branches.

And we can see the 2017 Sustaining Fees for this multi-site is \$9,546.40.



## SUSTAINING FEES FORM

The screenshot displays a spreadsheet with two tables. The first table, titled 'Table 1 - Student weeks for part-time students', lists data for 'Arctic 1 - Spring 1, 2016', 'Arctic 1 - Spring 1, 2016', 'Arctic 2 - Spring 1, 2016', and 'Arctic 2 - Spring 1, 2016'. The second table, titled 'Table 2 - Student weeks for part-time students', lists data for 'Circle - Spring 1, 2016', 'Circle - Spring 2, 2016', 'Arctic 1 - Spring 1, 2016', 'Arctic 1 - Spring 1, 2016', 'Arctic 2 - Spring 1, 2016', and 'Arctic 2 - Spring 1, 2016'. Both tables have columns for 'Semester/Year/Quarter', 'Months of Session', 'Start Date', 'End Date', 'Students', and 'Student Weeks'. A 'Total' row is present at the bottom of each table.


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You've seen in the instructions to complete one copy for each additional branch. In our example, we have enough rows to separate each of the branches. In the case that you don't have enough rows, you can create different files for each branch. If you are sending different files, or copies of the form, for each branch, please indicate which file has the total for the main and additional branches.

Or you can contact CEA for an expandable Word version of the form.



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## SUSTAINING FEES FORM

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2. Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314


*Some programs or institutions may require an invoice before a check can be issued. To request an invoice, send the completed form to [finance@cea-accredit.org](mailto:finance@cea-accredit.org).*

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Send the completed form via email to annual report at [cea-accredit.org](mailto:annualreport@cea-accredit.org) by February 15.

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## SUSTAINING FEES FORM

- 10% late fee assessed for failure to pay by the deadline.
- Failure to submit any part of the Annual Report Package may result in an administrative warning which can lead to the Commission's issuance of probation.
- Warnings and probation are outlined in the *CEA Policies and Procedures, General Procedures*.

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Send the completed form via email to [annualreport@cea-accredit.org](mailto:annualreport@cea-accredit.org) by February 15, 2017. Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314

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Thank you for participating in the 2017 Annual Report Training session.

Please respond to our evaluation survey:  
<https://www.surveymonkey.com/r/2LXGVV3>

**EMAIL QUESTIONS OR COMMENTS TO:**  
**ANNUALREPORT@CEA-ACCREDIT.ORG**

If you have any questions about reporting **substantive changes**, please contact Masha Vassilieva, the staff liaison for the Standards Compliance Committee at  
**mvassilieva@cea-accredit.org**

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You have completed watching and listening to our 2017 Annual Report Training Session. Please respond to our short, five-question, evaluation survey. Use the link provided. Or if it's a live link in the format you are viewing, click on the underlined word, survey, and a new window will open with the survey questions.

Feel free to email questions or comments to [annualreport@cea-accredit.org](mailto:annualreport@cea-accredit.org).

And if you have any questions about reporting substantive changes, please contact Masha Vassilieva at [mvassilieva@cea-accredit.org](mailto:mvassilieva@cea-accredit.org).

Thank you and have a great year.