

**Sustaining Fees**

**Instructions**

**2019**

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**Changes for the 2019 Worksheet and Process**

In the past, sites were required to complete a Sustaining Fees Form and submit that form and payment to CEA. There were separate forms for single sites and multisites. Previously, an Excel version of this document with automatic calculations was used for most sites. Last year, there was be one form for all sites (single, multi, and rolling admissions sites). Sites completed a calculation worksheet and then entered selected data into an online form. An invoice was issued. CEA sent an invoice and information about payment methods once the online submission has been verified.

This year, there was change in the calculation format for part-time student weeks. This change makes no difference in the actual calculation/total.

Sustaining fee calculations must be submitted no later than February 15, 2019.

**Explanation of Fees:**

Each accredited program and institution must pay an annual sustaining fee to CEA. Sustaining fees for all sites are based on enrollment from January to December of the previous year, but sustaining fees cover the year of accreditation the fees are paid. All sites pay an amount based on the sum of student weeks for all full-time and part-time enrolled students, at a rate of $0.55 per student per week for full-time students, and half of that for part-time students. The base fee is $1,700 for single sites; for multisites, the main branch pays the base fee of $1700 and each branch pays a $500 base fee. There is a cap of $9,000 for sustaining fees. For multisites, the cap applies to the student weeks; base fees for each branch are added to the cap. There is no increase to sustaining fees for 2019. For more information about fees, visit the CEA website at: <http://cea-accredit.org/images/pdfs/2018_Fee_Schedule.pdf>.

**Instructions for the Sustaining Fees Worksheet**

**Note Regarding Multi-site Programs/Institutions:**

CEA accredits site-by-site and not entire organizations. Each accredited site must submit sustaining fees. The multi-site system must account for student enrollments and sustaining fees for each location separately. A separate online form and one calculation worksheet for each branch must be submitted. A single check may be remitted for the Annual Sustaining Fees for all branches of that multisite, if desired.

**Calculating and Paying Fees:**

Step 1. Complete the tables on pages 5 & 6 of this document to determine the 2019 sustaining fee using enrollment figures for each session (term/semester) offered in 2018 (January-December). CEA requires that each accredited site submit a separate student weeks calculation worksheet. Auxiliary sites' enrollment should be reflected on the same worksheet for the site which controls the auxiliary. Multi-site organizations should submit one worksheet for each accredited site as noted by the CEA Site ID (visit [www.cea-accredit.org/accredited-sites](http://www.cea-accredit.org/accredited-sites) to look up Site ID). Contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) if you require, or have a previously-approved alternate approach to calculating student weeks.

For sites with ROLLING enrollments, if the program offers sessions with fixed start /end dates but allows students to enroll at any time, there will be several entries for each ‘session’, with different number of weeks. For sites with ROLLING enrolments where sessions do not have specific fixed start/end dates, the first column can be ignored and the second column should list possible lengths of enrollment throughout the year (conceivably ranging from 1 week to 52).

Step 2. Submit worksheet figures and upload a copy of the worksheet in the Sustaining Fees Invoice Generator online form as described in the instructions that follow. An invoice will be created and sent to the email address submitted in the online form. The invoice generator should be used one time for each Site ID.

Step 3. Upon receipt of the invoice, submit payment as directed on the invoice. CEA does not accept credit card payments. For other payment options, contact Joy Cook at [finance@cea-accredit.org](mailto:finance@cea-accredit.org).

**Sustaining fees calculations must be submitted by February 15, 2019.**

Contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) if you have any questions about the calculation or submission process.

NOTE: A 10% late fee will be assessed for failure to pay sustaining fees by the deadline. Failure to submit any part of the Annual Report, including sustaining fees, may result in an administrative warning, a compliance action which can lead to the Commission’s issuance of probation. All compliance actions are outlined in the *CEA Policies and Procedures*, General Procedures.

**Sustaining Fees Calculation**

**Definition of Terms:**

* *Full-time enrollment:* A student who enrolls in a session (term/semester) in a course of study that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a *full-time enrollment*.
* *Part time enrollment (0.5):* A student who enrolls in a course of study for fewer than 18 contact hours per week is counted as a *part-time enrollment*. All part-time enrollments are considered as 0.5 students for purposes of determining CEA fees.
* *One student week:* one student enrolled for one week.

Note: If more than 50% of student enrollments are for less than 50% of full-time, contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) to see if you qualify for a special Sustaining Fees Calculation worksheet.

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| **Calculation Instructions for Single Sites with fixed enrollment dates/sessions:** |
| 1. Using **Table 1**, calculate student weeks for **2018 full-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each regularly publicized session. * For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.   2. Using **Table 2**, calculate student weeks for **2018 part-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each session. If more space is needed, add cells to the table. * For each, indicate the number of **weeks** in the session. * Indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).   *The total full-time student weeks must be added and multiplied by $0.55; and the total part-time student weeks must be added and will be multiplied by 0.5, then multiplied by $0.55. This total will then be added to the sustaining fee flat rate of $1,700 to give the total 2019 sustaining fee amount.* |
| **Calculation Instructions for Single Sites with rolling enrollment dates/sessions:** |
| 1. Using **Table 1**, calculate student weeks for **2018 full-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each regularly publicized session. For rolling admissions, indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add cells to the table. * For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.   2. Using **Table 2**, calculate student weeks for **2018 part-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each session. If more space is needed, add cells to the table.   *The total full-time student weeks must be added and multiplied by $0.55; and the total part-time student weeks must be added and will be multiplied by 0.5, then multiplied by $0.55. This total will then be added to the sustaining fee flat rate of $1,700 to give the total 2019 sustaining fee amount.* |

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| **Calculation Instructions for Multisites with fixed enrollment dates/sessions:**  Note: **Complete one copy of the student weeks worksheet for each location.** |
| 1. Using **Table 1**, calculate student weeks for **2018 full-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each regularly publicized session. * For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.   2. Using **Table 2**, calculate student weeks for **2018 part-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each session. If more space is needed, add cells to the table. * For each, indicate the number of **weeks** in the session. * Indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).   *The total full-time student weeks must be added and multiplied by $0.55; and the total part-time student weeks must be added and will be multiplied by 0.5, then multiplied by $0.55. The total will be added to the flat rate (which for multisites is calculated as follows: $1700 for the main branch plus $500 for each additional location).* |
| **Calculation Instructions for Multisites with rolling enrollment dates/sessions:**  Note: **Complete one copy of the student weeks worksheet for each location.** |
| 1. Using **Table 1**, calculate student weeks for **2018 full-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each regularly publicized session. For rolling admissions, indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add cells to the table. * For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.   2. Using **Table 2**, calculate student weeks for **2018 part-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.   * List each session. If more space is needed, add cells to the table.   *The total full-time student weeks must be added and multiplied by $0.55; and the total part-time student weeks must be added and will be multiplied by 0.5, then multiplied by $0.55. The total will be added to the flat rate (which for multisites is calculated as follows: $1700 for the main branch plus $500 for each additional location).* |

**Sustaining Fees Worksheet**

One Sustaining Fees Worksheet must be submitted for each accredited location.

Please indicate if the Worksheet includes enrollment in additional programs or in an auxiliary.

Additional copies of the Sustaining Fees Worksheet in MS Word or MS Excel (with automatic calculations for single sites) can be downloaded from the CEA Resources page at: www.cea-accredit.org/resources.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of location: | |  | | | | | Site ID: |  |
| Auxiliary: | | Y or N | | If Y, how many auxiliaries? | | |  | |
| Additional Programs offered at this location: | | | |  | | | | |
| Person completing form: | | |  | | | | | |
| Email address: |  | | | | Date: |  | | |

**Table 1. Student weeks for full-time enrollments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Session/Term/Semester | Weeks in Session | X | Full-time Student Enrollments | = | Student Weeks |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  | X |  | = |  |
|  |  |  | **Total Table 1 Student Weeks** |  |  |

**Table 2. Student weeks for part-time enrollments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Session/Term/Semester | Weeks in Session | X | Part-time Student Enrollments | X 0.5 = | Student Weeks |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  | X |  | X 0.5 = |  |
|  |  |  | **Total Table 2 Part-time Student Weeks**  (enter this number online) |  |  |

**How Sustaining Fees are Calculated**

*Please note that the CEA Invoice Generator will calculate your sustaining fees based on the student weeks submitted; these calculations are for your reference only.*

**Single Site Programs and Institutions**

Total 2018 Student Weeks: (Table 1 X $0.55) + (Table 2 x $0.55) = Subtotal1

Subtotal +$1,700 = **Total 2019 Sustaining Fee\***

\*not to exceed $9,000 cap

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| Note: Sustaining fee calculations require that Step 1 (on page 2) has been completed for each branch. |
| **Multi-site Programs and Institutions**  Total 2018 Student Weeks for all branches:  Total 2018 student weeks for all branches  Site 1: (Table 1 X $0.55) + (Table 2 x $0.55) = subtotal  Site 2: (Table 1 X $0.55) + (Table 2 x $0.55) = subtotal  …..  Site n: (Table 1 X $0.55) + (Table 2 x $0.55) = subtotal n  Subtotal 1 (student weeks for all sites)  \*not to exceed $9,000 cap    # of branches \_\_\_\_ x $500= subtotal 2  Subtotal 1 + Subtotal 2 + 1700 base fee= **Total 2019 Sustaining Fee** |

**Sample Calculation and Examples**

*Please note these samples are for reference only. The CEA Invoice Generator will calculate your sustaining fees based on the student weeks submitted in the online form; these calculations are for your reference only.*

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| --- | --- |
| **Calculation for Single Site:**  **Single Site Programs and Institutions**  Total 2019 Student Weeks:  # of Student Weeks from Table 1 X $0.55  + # of Student Weeks from Table 2 X $0.55 =  Subtotal1  Subtotal1 +$1,700 = \_\_\_\_\_\_$Total\*\_\_\_\_  \*not to exceed $9,000 cap  **2019 Sustaining Fee = \_\_\_\_\_$Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Calculation for Multisites:**  **Multi-site Programs and Institutions**  Total 2019 Student Weeks for all branches:  First, for each branch, calculate:  # of Student Weeks from Table 1 X $0.55  # of Student Weeks from Table 2 X $0.55 = Subtotal1\*  \*not to exceed $9,000 cap  Next, calculate:  $500 X \_\_#\_\_\_ Branches = Subtotal2\_  Finally, add student weeks plus number of sites:  Subtotal1 + $1,700 base fee for first site + Subtotal2=  **TOTAL**  **2019 Sustaining Fee = \_\_\_\_Total\_\_­­­\_\_\_\_\_\_\_\_** |
| **Example for Single Site:**  **Single Site Programs and Institutions**  Total 2019 Student Weeks:  Table 1 Student Weeks\_*2500*  x $0.55 = $1375.00  Table 2 Student Weeks *500*  x $0.55=$550=$ 275.00  = $1650.00\_\_\_+ $1,700\_\_\_ = \_\_\_\_$3,350.00\_\_\_  \*not to exceed $9,000 cap  **2019 Sustaining Fee = \_\_\_\_$3,350.00\_\_\_\_\_\_\_\_\_** | **Example for Multisites:**  **Multi-site Programs and Institutions**  Total 2019 Student Weeks for all branches:  Student Weeks  **Site 1:**  Table 1 Student Weeks\_*2500*  x $0.55 = $1375.00  Table 2 Student Weeks \_*500*  x $0.55 = $ 275.00  **Site 2:**  Table 1 Student Weeks\_*500*  x $0.55 = $275.00  Table 2 Student Weeks \_*90*  x $0.55= $ 49.50  **Site 3:**  Table 1 Student Weeks\_*675*  x $0.55 = $371.25  Table 2 Student Weeks *250*  x $0.55 = $ 137.50  **Student Weeks for all instructional sites**= \_\_\_\_$*2483.25*  \*not to exceed $9,000 cap  Branch Fees  $500 each branch X \_2\_Branches = *\_\_$1,000*\_\_  *Total Sustaining Fees=*  *$2483.25* + $1700 base fee for first site *+ $1,000 = $5,183.25*  **2019 Sustaining Fee = $5,183.25\_\_\_\_\_\_\_\_\_** |

**Instructions for submitting data online**

CEA will host a webinar on December 5, 2018 at noon to review the Annual Report package requirements for accredited sites. The webinar recording will be published at [www.cea-accredit.org/resources](http://www.cea-accredit.org/resources). Additional Q&A webinars will be announced.

Using the online form (pictured below), sites are requested to enter information on student weeks for each site. Please have your worksheets completed before attempting to submit the invoice generator form.

Multisites are required to complete a sustaining fees invoice generator form for each branch.

To find your Site ID, check the CEA directory: [www.cea-accredit.org/accredited-sites](http://www.cea-accredit.org/accredited-sites)

This file upload can support only one file. Single sites with fixed enrollment dates will likely only have two pages. It may be necessary to combine worksheet pages into a single file prior to upload.

The invoice generated will be sent to this email address.

