

**2019 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 .5 = | Student Weeks |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  | X |  | X .5 = |  |
|  |  |  | **Total Table 2 Student Weeks** |  |  |

**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 2019 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

|  |
| --- |
| 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 (Table 1 X $0.55) + (Table 2 x $0.55) = subtotal 1    # of branches \_\_\_\_ x $500= subtotal 2  Subtotal 1 + Subtotal 2 + 1700 base fee= **Total 2019 Sustaining Fee** |