CEA Fee Schedule
January 2017

(Fees are for single sites or for individual sites in a multi-site organization, unless otherwise indicated in Additional/Special Fees/Notes)

Activity	Fees	Explanation of Fee	Additional/Special Fees/Notes	Payment Due
Initial accreditation	These fees are paid by all programs and institutions seeking initial accreditation.			
Application for eligibility	$450	Administrative fee	Multi-site organizations pay the application fee for each branch applying.	With submission of the eligibility form. Non-refundable.
Accreditation workshop	$350	$350 fee for first representative. $200 for each additional representative from the same site within the same 12 month period.	Multi-site institutions pay $350 for first representative and $200 for each additional representative from sites that enter the accreditation process in the same 12 month period.	At time of registration. Refundable up to 1 month before the workshop.
Customized accreditation workshop	US: $2,500 plus direct expenses	Workshop at a specific site or school customized for multiple participants. Site pays all direct costs, including travel, food, and lodging for presenter.		At time workshop is requested. Refundable minus any direct expenses up to 1 month before the workshop.
	International: $1,000 plus $1,000 per day of on-site work and travel by presenter plus direct expenses	Workshop at a specific site or school customized for multiple participants. Site pays all direct costs, including travel, food, and lodging for presenter.		
Plan for the self-study	Single site: $2,500 Multi-site: $2,500 for first site, plus $500 for each additional site	Review of the self-study plan, counsel during period of self-study, and administrative review of the self-study report.	A multi-site institution pays the full amount for the first site and a reduced amount for each additional site. Fee not required for plan for continued initial accreditation of additional branch locations.	With submission of self-study plan. Non-refundable.

Activity	Fees	Explanation of Fee	Additional/Special Fees/Notes	Payment Due
Initial accreditation, cont.	These fees are paid by all programs and institutions seeking initial accreditation.			
Site Visit	US single site: $6,850	Includes team expenses (travel, food, and lodging), costs related to financial review and conducting the site visit.	Additional $1,000/day if extra days are necessary to review auxiliary locations or to review TEFL certificate, foreign language, and/or youth programs.	Due as per CEA's schedule for submitting self-study reports and fees. If the site cancels or postpones an already scheduled visit, CEA will retain 50% of the fee or the amount needed to recover CEA expenses, whichever is greater.
	Multi-site organizations: $6,850 base fee for first site	CEA determines site visit fees for multi-site organizations based on locations and proximity of locations to each other.	Contact CEA for details of multi-site fees.	
	International: $4,200 plus direct expenses	For international visit, site pays all direct costs, including travel, food, and lodging for site visitors.	$1,000/day for each working day on site over 3 days.	
Sustaining fees	These fees are paid by all accredited sites.			
Annual sustaining fees	Single site: $1,700 base fee plus $.55 per student week. $9,000 cap	To sustain accreditation status as a constituent of the Constituent Council. Based on the prior year's student weeks for all programs included in the accreditation review.	Students at auxiliary locations and in additional programs included in determining student weeks. For multi-site organizations, $.55/student week for students at <u>all</u> accredited sites ($9,000 cap) plus $1,700 for the first site and $500 for each additional branch. Sites with 50% or more of students enrolled less than half-time may be eligible for a modified student week calculation. Contact CEA for details.	Instructions issued in November. Due by Feb. 15 with submission of annual report package. Non-refundable.
Sustaining fee at time of accreditation	Based on annual sustaining fee. (see above)	To sustain status as a constituent of the Constituent Council. Partial year sustaining fees are pro-rated based on the time of year the site becomes accredited.		Due at time of initial accreditation. Non-refundable.

Activity	Fees	Explanation of Fee	Additional/Special Fees/Notes	Payment Due
Reaccreditation fees	These fees are paid by all programs and institutions seeking reaccreditation.			
Application for reaccreditation	$450	Application for reaccreditation.		With submission of the application form. Non-refundable.
Accreditation workshop	$350	$350 fee for first representative. $200 for each additional representative from the same site within the same 12 month period.	Multi-site institutions pay $350 for first representative and $200 for each additional representative from sites that enter the accreditation process in the same 12 month period.	At time of registration. Refundable up to 1 month before the workshop.
Timeline and plan for self-study	Single site: $500 Multi-site: $500 for first site, plus $100 for each additional site	Review of the reaccreditation self-study timeline, counsel during period of self-study, and administrative review of the self-study report.	A multi-site institution pays the full amount for the first site and a reduced amount for each additional site.	With submission of the timeline. Non-refundable.
Site Visit	Fees for reaccreditation site visits are the same as fees for initial accreditation site visits. See initial accreditation, above.			
Interim report	$1,500	Fee for review of interim report in the fifth year of reaccreditation.	The interim report is submitted in the 5th year of a 10-year reaccreditation period.	With submission of interim report. Non-refundable.
Other fees				
Appeals	$4,500 deposit	Expenses in connection with convening an appeals panel. Actual expenses for the appeal, plus a 25% processing fee deducted from the deposit.	In case of withdrawal of appeal, CEA will retain 50% of the deposit or amount needed to recover CEA expenses, whichever is greater.	Site pays at the time an appeal is made.
Change of ownership	$4,000	Fee for administering change of ownership application review and follow–up.	Portion refundable depending on extent of needed review.	With submission of change of ownership application form.
Special site visit	$1,850 for one person	Fee for on-site visit as required by the Commission as part of an accreditation decision, advisory or adverse action, substantive change, application for accreditation of an additional branch location or other reason.	$1,000 for each additional person if required. $1,000/day for each working day over one day. For international special site visits, site pays all direct costs, including travel, food, and lodging for site visitors.	Upon invoice for the visit.
Application for an additional branch location	$1,500	Fee for review of application to add an additional branch location.	Additional $500 fee for applications to open more than two additional branch locations within one year.	Due with application. Non-refundable.