

## CEA Fee Schedule

January 2018

(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  |
|--|--|--|--|--|
| <b>Initial accreditation</b>             | These fees are paid by all programs and institutions seeking initial accreditation.                      |  |  |  |
| <b>Application for eligibility</b>       | \$450  | Administrative fee   | Multi-site organizations pay the application fee for each branch applying.   | With submission of the eligibility form. Non-refundable.   |
| <b>Accreditation workshop</b>            | \$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.                                 |
| <b>Customized accreditation workshop</b> | 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. |  |  |
| <b>Plan for the self-study</b>           | Single site: \$2,500<br><br>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.<br><br>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  |
|--|---|---|---|--|
| <b>Initial accreditation, cont.</b>            | These fees are paid by all programs and institutions seeking initial accreditation. |   |   |  |
| <b>Site Visit</b>                              | 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.<br><br>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.   |  |
| <b>Sustaining fees</b>                         | These fees are paid by all accredited sites.  |   |   |  |
| <b>Annual sustaining fees</b>                  | 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.<br><br>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.  |
| <b>Sustaining fee at time of accreditation</b> | 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   |
|--|--|---|--|---|
| <b>Reaccreditation fees</b>                          | These fees are paid by all programs and institutions seeking reaccreditation.  |   |  |   |
| <b>Application for reaccreditation</b>               | \$450  | Application for reaccreditation.  |  | With submission of the application form. Non-refundable.                  |
| <b>Accreditation workshop</b>                        | \$350  | \$350 fee for first representative.<br>\$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.<br>Refundable up to 1 month before the workshop. |
| <b>Timeline and plan for self-study</b>              | Single site: \$500<br><br>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.<br>Non-refundable.                       |
| <b>Site Visit</b>                                    | Fees for reaccreditation site visits are the same as fees for initial accreditation site visits. See initial accreditation, above. |   |  |   |
| <b>Interim report</b>                                | \$1,500  | Fee for review of interim report in the fifth year of reaccreditation.  | The interim report is submitted in the 5 <sup>th</sup> year of a 10-year reaccreditation period.   | With submission of interim report.<br>Non-refundable.                     |
| <b>Other fees</b>                                    |  |   |  |   |
| <b>Appeals</b>                                       | \$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.                                  |
| <b>Change of ownership</b>                           | \$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.                  |
| <b>Special site visit</b>                            | \$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.<br>\$1,000/day for each working day over one day.<br><br>For international special site visits, site pays all direct costs, including travel, food, and lodging for site visitors. | Upon invoice for the visit.   |
| <b>Application for an additional branch location</b> | \$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.<br>Non-refundable.                                  |