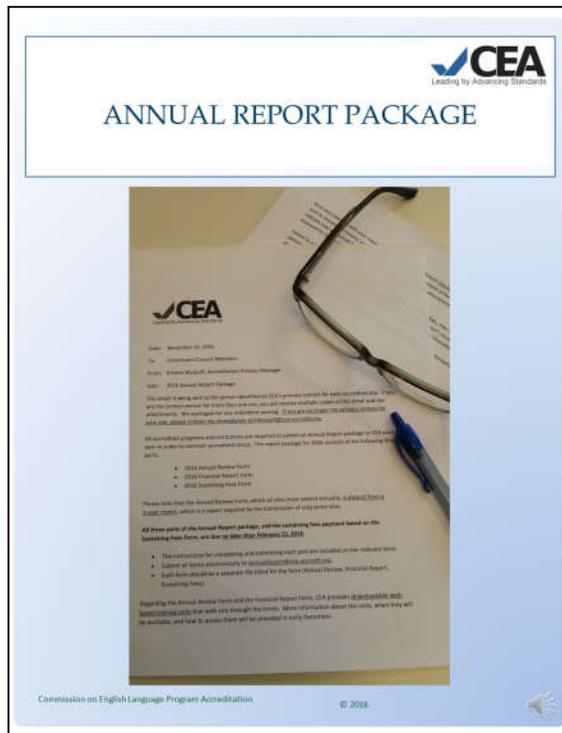


Welcome to the 2016 Annual Report Training Session which demonstrates how to complete the Annual Sustaining Fees for multi-sites. If your site is part of a single site organization, stop now and switch to view the video for single sites.

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

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



The Annual Sustaining Fees Payment Form is part of the Annual Report Package that is sent to our constituents each November. On your screen, there is a copy of the memo which discusses the Annual Report Package you've received. One of the three forms included in your Annual Report Package is the Sustaining Fees Payment Form. This form and payment are due by February 15 of each year in order to maintain accredited status. This webinar is designed to help you calculate the Annual Sustaining Fee for your site.

CEA  
Leading by Advancing Standards

ANNUAL SUSTAINING FEES FORM

2016 Sustaining Fees Form

CEA  
Leading by Advancing Standards

**2016 Annual Sustaining Fees Payment Form**  
FEES AND FORM DUE FEBRUARY 15, 2016

Program/Institution: Arctic English Academy

If a multisite program/institution, names of branches included: Main Branch, North Pole, South Pole

Person completing form: Jane Allen Doe

Email address: jadoc@uac.edu Date submitted: 12/25/15

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Let's start to complete the Annual Sustaining Fees Payment Form using a fictitious program/institution, Arctic English Academy. This is a multi-site, so we will include the names of their two additional branches, the North Pole and the South Pole.

In the event that CEA has a question about your submission, we ask that the person completing the form to provide their name, email, and the date submitted. The detailed instructions begin on page 1, then continue through page 2. Please read them. You can pause the video while you do. Then let's begin the sustaining fee calculation on page 3.

2016 Sustaining Fees Form

If a multisite system, make a copy of the form and complete one for each branch.

Name of program/institution/branch: Arctic English Academy, Main Branch

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

Session/Term/Semester	Weeks in Session	Full-time Student Enrollments	Student Weeks
Spring 1, 2015	8	X	X
Spring 2, 2015		X	X
Spring 2, 2015		X	X
Summer 1, 2015		X	X
Fall 1, 2015		X	X
Fall 2, 2015		X	X

Total Table 1 student weeks: \_\_\_\_\_

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

Session/Term/Semester	Weeks in Session	Part-time Student Enrollments	Student Weeks
		X .5	=

Total Table 2 student weeks: \_\_\_\_\_

Add Table 1 and Table 2 student weeks for Total 2015 student weeks: \_\_\_\_\_

**Single Site Programs and Institutions**

Total 2015 Student Weeks: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_ + \$1,700 = \_\_\_\_\_  
 2016 Sustaining Fee  
 (Not to exceed \$9,000 cap)

**Multisite Programs and Institutions**

Total 2015 Student Weeks For All Branches: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_  
 (Not to exceed \$9,000 cap)

+ \$1,700 for First Site = \_\_\_\_\_  
 + \$500 for Each Additional Site = \_\_\_\_\_  
 2016 Sustaining Fee = \_\_\_\_\_

Each program/institution and individual branch must complete this page. In the case of our example, this page will be filled out three times—once for the Arctic English Main Branch, one for the North Pole branch, and one for the South Pole branch. Let’s start with Arctic English Academy, Main Branch. As we begin the calculations, it is important to remember that the Annual Sustaining Fee due in February is based on the prior calendar year’s student weeks. This is much like your personal income tax reporting, where your taxes that are due in April are based on your income of the previous year. So, remember, we will be using last year’s data to figure the current year’s sustaining fee. Let’s begin with Table 1, “Student weeks for full-time enrollments.”

Our example site offered six sessions (or terms) per year, so we’ll start by listing each of those regularly publicized full-time session, January through December. We have used six of the six lines. If more are needed, you can add cells to the table or attach a separate page. Starting with the Spring 1, 2015 session, we’ll include the number of weeks the students attend class in each of those sessions. The Spring 1, 2015 session consisted of 8 weeks. Our next task is entering full-time student enrollments for that session.



## 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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First, let's define 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. 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, or term, is counted as one full-time enrollment. The term or session length has already been entered on the previous slide for this example. The length of terms or sessions will vary by program.

2016 Sustaining Fee Form

If a multisite system, make a copy of the form and complete one for each branch.

Name of program/institution/branch: Arctic English Academy, Main Branch

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

Session/Term/Semester	Weeks in Session	Full-time Student Enrollments	Student Weeks
Spring 1, 2015	8	65	520
Spring 2, 2015	5	5	25
Spring 2, 2015	4	6	24
Summer 1, 2015	6	45	270
Fall 1, 2015	8	3	24
Fall 2, 2015	5	12	60
Total Table 1 student weeks:			923

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

Session/Term/Semester	Weeks in Session	Part-time Student Enrollments	Student Weeks
		X .3 =	
Total Table 2 student weeks:			

Add Table 1 and Table 2 student weeks for Total 2015 student weeks: \_\_\_\_\_

**Single Site Programs and Institutions**

Total 2015 Student Weeks: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_ + \$1,700 = \_\_\_\_\_  
 2016 Sustaining Fee  
 (Not to exceed \$9,000 cap)

**Multisite Programs and Institutions**

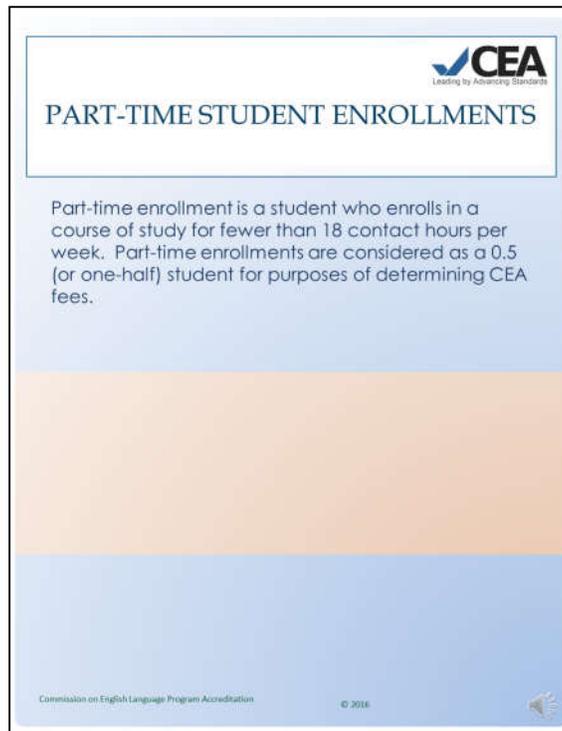
Total 2015 Student Weeks For All Branches: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_  
 + \$1,700 for First Site = \_\_\_\_\_  
 + \$500 for Each Additional Site = \_\_\_\_\_  
 2016 Sustaining Fee = \_\_\_\_\_

Arctic English runs 8 week sessions. They had 65 such full-time enrollments in the Spring 1, 2015 session. Multiplying across, 8 weeks in session times 65 full-time student enrollments = 520 student weeks. Arctic English is only an example. Lengths of terms or sessions will vary by program. Some sites will have a standard length session which occurs in a standard period. For example, an eight-week session which occurs five times per year. Other sites might have two 16 week semesters per calendar year. And other sites could have four week sessions and a total of 13 sessions per year. There are many possibilities, and you should fill out the form according to your own calendar.

Now let's take a look at an example of how to handle additional term dates, or rolling enrollment. You'll see that the Spring 2, 2015 session is listed twice in blue. The Spring 2, 2015 sessions are examples of how rolling admissions would be designated on this form. This session allowed full-time students to begin anytime throughout the session. When this occurs, the length of the student's enrollment would be considered a session or term. In the case of Spring 2, 2015, there was a session for five weeks that five students signed up for and a four week session which had six students. Each of these session lengths requires a separate line.

Let's finish out the rest of the chart and do the multiplication and addition to

arrive at our Total Table 1 Full-Time Student Weeks of 923. Let's proceed to Table 2, "Student Weeks for Part-Time Enrollments."



First, let's define 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. We'll begin with Table 2 by listing each part-time session offered in the prior calendar year.

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

If a multisite system, make a copy of the form and complete one for each branch.

Name of program/institution/branch: Arctic English Academy, Main Branch

Table 1. Student weeks for full-time enrollments

Session/Term/Semester	Weeks in Session	Full-time Student Enrollments	Student Weeks
Spring 1, 2015	8	65	520
Spring 2, 2015	5	5	25
Spring 2, 2015	4	6	24
Summer 1, 2015	6	45	270
Fall 1, 2015	8	3	24
Fall 2, 2015	5	12	60

Total Table 1 student weeks: 923

Table 2. Student weeks for part-time enrollments

Session/Term/Semester	Weeks in Session	Part-time Student Enrollments	Student Weeks
Spring 1, 2015	8	3	12
Summer 1, 2015	5	8	20
Fall 1, 2015	8	10	40

Total Table 2 student weeks: 72

Add Table 1 and Table 2 student weeks for Total 2015 student weeks: 995

**Single Site Programs and Institutions**

Total 2015 Student Weeks: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_ + \$1,700 = \_\_\_\_\_  
2016 Sustaining Fee  
(Not to exceed \$9,000 cap)

**Multisite Programs and Institutions**

Total 2015 Student Weeks For All Branches: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_  
(Not to exceed \$9,000 cap)  
+ \$1,700 for First Site = \_\_\_\_\_  
+ \$500 for Each Additional Site = \_\_\_\_\_  
2016 Sustaining Fee = \_\_\_\_\_

We'll start by listing each part-time session offered in the prior calendar year, January through December. The Spring 1, 2015 session consisted of 8 weeks, times three part-time enrollments. Note the extra step in this Table of multiplying by .5 to account for the part-time enrollments, for a total of 12 student weeks. So the Arctic English Academy will continue filling the table to arrive at a Total Student Weeks for Part-Time Enrollments of 72. Next we add the student weeks from Table 1 (923) with the student weeks from Table 2 (72) to arrive at the Total 2015 Student Weeks of 995.

Multi sites must complete a separate form for each branch. Next, we'll complete another form for the North Pole branch.

2016 Sustaining Fee Form

If a multisite system, make a copy of the form and complete one for each branch.

Name of program/institution/branch: Arctic English Academy, North Pole

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

Session/Term/Semester	Weeks in Session	Full-time Student Enrollments	Student Weeks
Spring 1, 2015	8	10	80
Summer 1, 2015	8	4	32
Fall 1, 2015	8	14	112
Total Table 1 student weeks:			224

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

Session/Term/Semester	Weeks in Session	Part-time Student Enrollments	Student Weeks
		X .5 =	
Total Table 2 student weeks:			0

Add Table 1 and Table 2 student weeks for Total 2015 student weeks: 224

**Single Site Programs and Institutions**

Total 2015 Student Weeks: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_ + \$1,700 = \_\_\_\_\_  
 2016 Sustaining Fee  
 (Not to exceed \$9,000 cap)

**Multisite Programs and Institutions**

Total 2015 Student Weeks For All Branches: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_  
 (Not to exceed \$9,000 cap)

+ \$1,700 for First Site = \_\_\_\_\_

+ \$500 for Each Additional Site = \_\_\_\_\_

2016 Sustaining Fee = \_\_\_\_\_

The North Pole offered three sessions (or terms) per year, so we'll start by listing each of those regularly publicized full-time sessions, January through December. Starting with the Spring 1, 2015 session, we'll include the number of weeks the students attend class in each of those sessions. The Spring 1, 2015 session consisted of 8 weeks, with 10 full-time student enrollments for that session. The Summer 1, 2015 session consisting of 8 weeks had 4 students, and the Fall 1, 2015 session consisting of 8 weeks had 14 students. We'll add the student weeks for each of the three sessions and arrive at a student weeks total of 224 for full-time enrollments. There were no part-time enrollments, so we'll move our total student weeks for the South Pole.

We've got one more branch, the Main Branch, to complete.

If a multisite system, make a copy of the form and complete one for each branch.

Name of program/institution/branch: Arctic English Academy, South Pole

Table 1. Student weeks for full-time enrollments

Session/Term/Semester	Weeks in Session	Full-time Student Enrollments	Student Weeks
Fall 1, 2015	8	2	16

Total Table 1 student weeks: 16

Table 2. Student weeks for part-time enrollments

Session/Term/Semester	Weeks in Session	Part-time Student Enrollments	Student Weeks

Total Table 2 student weeks: 0

Add Table 1 and Table 2 student weeks for Total 2015 student weeks: 16

**Single Site Programs and Institutions**

Total 2015 Student Weeks: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_ + \$1,700 = \_\_\_\_\_  
 2016 Sustaining Fee  
 (Not to exceed \$9,000 cap)

**Multisite Programs and Institutions**

Total 2015 Student Weeks For All Branches: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_  
 (Not to exceed \$9,000 cap)  
 + \$1,700 for First Site = \_\_\_\_\_  
 + \$500 for Each Additional Site = \_\_\_\_\_  
 2016 Sustaining Fee = \_\_\_\_\_

The South Pole is a newly approved branch of Arctic English Academy, and has just begun offering classes. Its first session ran 8 weeks, and attracted 2 students. There were no part-time sessions offered. Their total student weeks for the 2015 calendar year is 16.

2016 Sustaining Fees Form

If a multisite system, make a copy of the form and complete one for each branch.

Name of program/institution/branch: Arctic English Academy

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

Session/Term/Semester	Weeks in Session	Full-time Student Enrollments	Student Weeks
		X	X
		X	X
		X	X
		X	X
		X	X
		X	X

Total Table 1 student weeks: \_\_\_\_\_

*Calculations*

**weeks for part-time enrollments**

Session/Term/Semester	Weeks in Session	Part-time Student Enrollments	Student Weeks
995	X	X .5	=
224	X	X .5	=
16	X	X .5	=
1,235	X	X .5	=

Total Table 2 student weeks: \_\_\_\_\_

Add Table 1 and Table 2 student weeks for Total 2015 student weeks: \_\_\_\_\_

**Single Site Programs and Institutions**

Total 2015 Student Weeks: \_\_\_\_\_ x \$0.55 = \_\_\_\_\_ + \$1,700 = \_\_\_\_\_  
 2016 Sustaining Fee  
 (Not to exceed \$9,000 cap)

**Multisite Programs and Institutions**

Total 2015 Student Weeks For All Branches: 1,235 x \$0.55 = \$ 679.25  
 (Not to exceed \$9,000 cap)

+ \$1,700 for First Site = 1,700.00

+ \$500 for Each Additional Site = 1,000.00

2016 Sustaining Fee = \$3,379.25

Let's combine the student weeks for the three programs (the Main Branch, the North Pole and the South Pole). Since this is a multi site, we will transfer the total student weeks for this constituent into the multisite space. Doing the multiplication, 1,235 times \$0.55 equals \$679.25. We then add to this the base fee for the first site of \$1,700, and \$500 for each additional site, or \$1,000 for the North Pole and the South Pole. All branches of this organization will pay \$3,379.25 in sustaining fees.

Multi sites should send in a worksheet for each branch and one sustaining fee form that has the totals for the entire organization. Using the Arctic English example, they would send in 3 worksheets which show the sessions and student week calculations for each branch. And they would send in one that combined all the student weeks numbers like this page.



## SUSTAINING FEES FORM

The Arctic English Academy, and all constituents must file this form and pay this fee by **February 15, 2016**.

1. This completed form must be submitted electronically to [AnnualReport@cea-accredit.org](mailto:AnnualReport@cea-accredit.org)
2. Payment must be sent to CEA, Attn: Vikki Birkett, 1001 N. Fairfax St., Suite 630, Alexandria VA 22314.

Some programs or institutions may require an invoice before a check can be issued. In this case, submit the completed form to [vbirkett@cea-accredit.org](mailto:vbirkett@cea-accredit.org) and request an invoice.

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1. The completed form must be submitted electronically to [AnnualReport@cea-accredit.org](mailto:AnnualReport@cea-accredit.org).
2. Payment must be sent to CEA, Attn: Vikki Birkett, 1001 N. Fairfax St., Suite 630, Alexandria VA 22314.
3. Some programs or institutions may need an invoice before a check can be issued. In this case, submit the completed form to [vbirkett@cea-accredit.org](mailto:vbirkett@cea-accredit.org) and request an invoice.



## FINAL NOTES

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 the sustaining fees, 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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Don't get caught short. Calculate your sustaining fee and submit your payment on time. 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 the sustaining fees, 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*.

Thank you for participating in this part of the 2016 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](mailto:ANNUALREPORT@CEA-ACCREDIT.ORG)

If you have any questions about reporting **substantive changes**, please contact Masha Vassileva, the staff liaison for the Standards Compliance Committee at

[mvassileva@cea-accredit.org](mailto:mvassileva@cea-accredit.org)

