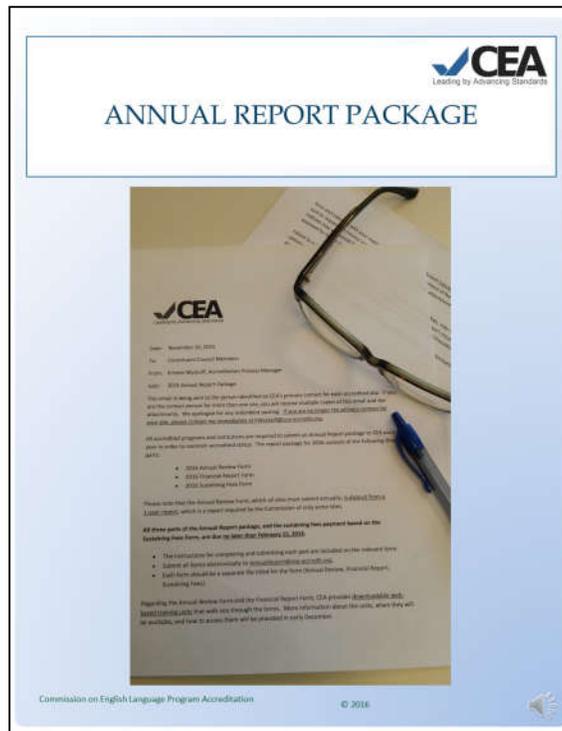


Welcome to the 2016 Annual Report Training Session which demonstrates how to complete the Annual Sustaining Fees Form for single sites. If your site is part of a multi site organization, stop now and switch to view the webinar for multi sites.

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.



ANNUAL SUSTAINING FEES FORM

2016 Sustaining Fees Form



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

Program/Institution: The IEP at University of The Arctic Circle

If a multisite program/institution, names of branches included: _____

Person completing form: Jane Allen Doe

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

Commission on English Language Program Accreditation © 2016

Let's start to complete the Annual Sustaining Fees Payment Form using a fictitious program/institution, The IEP at University of the Arctic Circle. This is a single site.

In the event that CEA has a question about your submission, we ask 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: The IEP at University of The Arctic Circle

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 = _____

First we'll add the site's name again on this page. 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 sessions, 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.

Commission on English Language Program Accreditation

© 2018



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: The IEP at University of The Arctic Circle

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 = _____
 (Not to exceed \$9,000 cap)

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

The IEP at University of the Arctic Circle runs 8 week sessions. They had 65 such full-time enrollments in the Spring 1, 2015 session. Multiplying across, 8 weeks in a session times 65 full-time student enrollments = 520 student weeks. 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. 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 five week session in which five students signed up and a four week session in which six students that signed up. 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."



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.

Commission on English Language Program Accreditation

© 2018



First, let's define part-time student enrollments: Part-time enrollment is when a student 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. One way is if a site offers a regularly publicized session, program, or course that meets less than 18 hours per week. Another way is if the site has students that enroll in a regular, full-time program, but for less than full-time.

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: The IEP at University of The Arctic Circle

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: 995 x 50.55 = 547.25 + \$1,700 = \$2,247.25
 2016 Sustaining Fee
 (Not to exceed \$9,000 cap)

Multisite Programs and Institutions

Total 2015 Student Weeks For All Branches: _____ x 50.55 = _____
 (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 IEP at University of Arctic Circle will continue filling in 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. Since this is a single site program or institution, we finish the form by filling in our 2015 student weeks in the Single Site section multiplying by .55 cents, adding the base fee of \$1,700 dollars and arriving at the 2016 Sustaining Fee of \$2,247.25.

You'll also use the Total 2015 student weeks for calculations in your Annual Review Form, so keep that number handy.

Please note: the sustaining fee is capped at \$9,000.00, so a single site will not pay more than \$9,000 annually.



SUSTAINING FEES FORM

The IEP at University of Arctic Circle, 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
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 and request an invoice.

Commission on English Language Program Accreditation© 2016

1. The completed form must be submitted electronically to 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 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*.

Commission on English Language Program Accreditation

© 2018



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 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

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

