Sustaining Fees
Instructions
2020

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1. **2020 Worksheet and Process Overview**

The 2020 process will be the same as last year’s process, as follows:

- One worksheet will be used for each site (There is only one worksheet for all types of sites-single, multi, and rolling admissions sites).
- Each accredited site, including those in a multi-site system, will complete a calculation worksheet for the student weeks at the site.
- Using the calculation worksheet, each accredited site, including those in a multi-site system, will enter selected data from the worksheet into an online form.
- Each site will submit the online form to CEA utilizing the [Sustaining Fees Invoice Generator Form](https://cea-accredit.org). CEA will verify that the calculations are correctly done.
- CEA will then issue an invoice. The invoice will include instructions and all available payment methods.

**Important note:** As in previous years, the online form and accompanying calculation worksheet must be submitted no later than February 15, 2020.

**Important note:** CEA will host a webinar on December 12, 2019 at 12:00 noon Eastern Standard Time to review the Annual Report package requirements for accredited sites. The webinar recording will be published at [www.cea-accredit.org/resources](http://www.cea-accredit.org/resources). Additional Q&A webinars will be announced.

2. **Explanation of Fees**

Each accredited site must pay an annual sustaining fee to CEA.

Sustaining fees for the designated year (2020) are based on enrollment from January to December of the previous year (2019).

- Each accredited site, including those in a multi-site system, pays a base fee plus an additional amount calculated on the sum of student weeks for all full-time and part-time enrolled students.
- The additional amount calculated for student weeks is at a rate of $.55 per student per week for full-time students, and half of that for part-time students.
- Single sites and multi-site systems follow slightly different formulas to arrive at the sustaining fee due.
  - For single sites, the base fee is $1,700, which is added to the student weeks calculation, for the total sustaining fees. The total sustaining fees are capped at $9000.
  - For multi-sites, the base fee has two parts: the main branch base fee is $1700 and the base fee for each additional branch is $500. The student weeks for all locations are calculated; the aggregate student weeks are capped at $9000. The sustaining fee is then the total of the base fees and the student weeks calculation.

**Important note:** There is no increase to sustaining fees for 2020. For more information about fees, visit the CEA website at: [https://cea-accredit.org/accreditation/fees](https://cea-accredit.org/accreditation/fees).
3. **Instructions for Calculating and Paying Fees**

CEA accredits site-by-site; therefore, each accredited site must submit a separate sustaining fees calculation worksheet.

Note that each accredited site within a multi-site system must account for student enrollments at each location.

- Each site in a multi-site system must prepare a sustaining fees calculation worksheet.
- Each site must then submit a separate online form and one calculation worksheet for each branch using the [CEA Online Sustaining Fees Invoice Generator](https://www.cea-accredit.org/accredited-sites).

**Please review these steps to calculate and pay sustaining fees.**

**Step 1.** Determine student weeks totals.
- Go to pages 5 – 6 of this information package.
  - Select the instructions for either a single site calculation or a multi-site calculation.
  - Select the instructions for either fixed enrollments or rolling enrollments.
- Follow the instructions for completing the student weeks calculation to determine the site’s 2020 student week totals.
- Use enrollment figures for each session (term/semester) offered in 2019 (January-December).
- Include enrollment figures at an auxiliary site, if any, on the same worksheet for the site which controls the auxiliary.
- Multi-site systems must submit one worksheet for each accredited site as denoted by the CEA Site ID (visit [www.cea-accredit.org/accredited-sites](https://www.cea-accredit.org/accredited-sites) to look up Site IDs).
- Contact finance@cea-accredit.org if you require or have a previously-approved alternate approach to calculating student weeks.

**Special guidance for sites with rolling enrollments**

- If the program or institution offers sessions with fixed start/end dates but allows students to enroll at any time, on the worksheet there will be several entries for each ‘session’, with a different number of weeks.
- If the program or institution offers sessions that do not have specific fixed start/end dates, disregard the first column on the worksheet. In the second column, list the possible lengths of enrollment throughout the year (conceivably ranging from 1 week to 52).

**Step 2.** Submit worksheet figures and receive an invoice
- Instructions for uploading the worksheet and submitting the online form appear on the worksheet below.
- The invoice generator should be used one time for each Site ID.
- Enter Site ID, Table 1 and Table 2 student week numbers and other required information in the Sustaining Fees Invoice Generator online form
- Upload a copy of the sustaining fees calculation worksheet into the [Sustaining Fees Invoice Generator](https://www.cea-accredit.org/accredited-sites) online form
- Note that the sustaining fees calculation worksheet will display a total sustaining fees figure for your reference, pending verification by CEA.
- The invoice will be sent to the email address submitted through the online form.

**Step 3.** Submit payment
- The invoice will indicate the available payment options and payment instructions.
Upon receipt of the invoice, submit payment as directed on the invoice.

Sustaining fees calculations must be submitted online using the Sustaining Fees Invoice Generator by February 15, 2020.

Contact Joy Cook at finance@cea-accredit.org if you have any questions about the calculation or submission process.

NOTE: 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 sustaining fees, may result in an administrative warning, a compliance action which can lead to the Commission’s issuance of probation. All compliance actions are outlined in the CEA Policies and Procedures, General Procedures.
4. Sustaining Fees Calculation – Single Sites

- Make a copy of the 2020 Sustaining Fees Worksheet to use as a working copy.
- Complete the working copy of the worksheet following the instructions below. The worksheet displays Table 1, Table 2, and a total sustaining fees figure. (Note that the total figure will be reviewed and verified by CEA before the invoice is generated.)
- Use your completed working copy to complete the Sustaining Fees Worksheet that you will submit via the Sustaining Fees Invoice Generator online form.

Definition of Terms:

- **Full-time enrollment**: A student who enrolls in a session (term/semester) in a course of study that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a full-time enrollment.
- **Part time enrollment**: A student who enrolls in a course of study for fewer than 18 contact hours per week is counted as a part-time enrollment. Regardless of the actual hours of enrollment, a part-time enrollment is calculated as a 0.5 student for purposes of determining CEA fees.
- **One student week**: one student enrolled for one week.

Note: If more than one-half of all student enrollments are for less than 50% of full-time (18 contact or 12 credit hours), contact finance@cea-accredit.org to see if you qualify for a special Sustaining Fees Calculation worksheet.

**Calculation Instructions for Single Sites with fixed enrollment dates/sessions:**

1. Using Table 1, calculate student weeks for 2019 full-time enrollments of all students in all programs offered, including at auxiliaries (if any).
   - List each regularly publicized session.
   - For each session, indicate the number of weeks in the session and the number of full-time student enrollments.

2. Using Table 2, calculate student weeks for 2019 part-time enrollments of all students in all programs offered, including at auxiliaries (if any).
   - List each session. If more space is needed, add cells to the table.
   - For each, indicate the number of weeks in the session.
   - Indicate the number of part-time enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

**Calculation Instructions for Single Sites with rolling enrollment dates/sessions:**

1. Using Table 1, calculate student weeks for 2019 full-time enrollments of all students in all programs offered, including at auxiliaries (if any).
   - Indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add cells to the table.
   - For each, indicate the number of weeks in the session and the number of full-time student enrollments.

2. Using Table 2, calculate student weeks for 2019 part-time enrollments of all students in all programs offered, including at auxiliaries (if any).
   - Indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add cells to the table.
   - For each, indicate the number of weeks in the session and the number of part-time student enrollments.
5. Sustaining Fees Calculation – Multi-Sites

- Make one copy of the 2020 Sustaining Fees Worksheet, to use as a working copy, for each accredited site in the multi-site system.
- Complete each working copy of the worksheet following the instructions below. The worksheet displays Table 1, Table 2, and a total sustaining fees figure. (Note that the total figure will be reviewed and verified by CEA before the invoice is generated.)
- Use your completed working copy to complete the Sustaining Fees Worksheet that you will submit via the Sustaining Fees Invoice Generator online form.

Definition of Terms:
- **Full-time enrollment**: A student who enrolls in a session (term/semester) in a course of study that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a full-time enrollment.
- **Part time enrollment**: A student who enrolls in a course of study for fewer than 18 contact hours per week is counted as a part-time enrollment. Regardless of the actual hours of enrollment, a part-time enrollment is calculated as a 0.5 student for purposes of determining CEA fees.
- **One student week**: one student enrolled for one week.

Note: If more than one-half of all student enrollments are for less than 50% of full-time (18 contact or 12 credit hours), contact finance@cea-accredit.org to see if you qualify for a special Sustaining Fees Calculation worksheet.

### Calculation Instructions for Multi-sites with fixed enrollment dates/sessions:

Remember: Complete one copy of the student weeks worksheet for each location.

<table>
<thead>
<tr>
<th>1. Using <strong>Table 1</strong>, calculate student weeks for 2019 full-time enrollments of all students in all programs offered, including at auxiliaries (if any).</th>
</tr>
</thead>
<tbody>
<tr>
<td>- List each regularly publicized session.</td>
</tr>
<tr>
<td>- For each session, indicate the number of <strong>weeks</strong> in the session and the number of full-time student enrollments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Using <strong>Table 2</strong>, calculate student weeks for 2019 part-time enrollments of all students in all programs offered, including at auxiliaries (if any).</th>
</tr>
</thead>
<tbody>
<tr>
<td>- List each session. If more space is needed, add cells to the table.</td>
</tr>
<tr>
<td>- For each, indicate the number of <strong>weeks</strong> in the session.</td>
</tr>
<tr>
<td>- Indicate the number of part-time enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).</td>
</tr>
</tbody>
</table>

### Calculation Instructions for Multi-sites with rolling enrollment dates/sessions:

Remember: Complete one copy of the student weeks worksheet for each location.

<table>
<thead>
<tr>
<th>1. Using <strong>Table 1</strong>, calculate student weeks for 2019 full-time enrollments of all students in all programs offered, including at auxiliaries (if any).</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add cells to the table.</td>
</tr>
<tr>
<td>- For each, indicate the number of <strong>weeks</strong> in the session and the number of full-time student enrollments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Using <strong>Table 2</strong>, calculate student weeks for 2019 part-time enrollments of all students in all programs offered, including at auxiliaries (if any).</th>
</tr>
</thead>
<tbody>
<tr>
<td>- List each possible length of enrollment as a “session/term” and indicate the number of <strong>weeks</strong> as the “weeks in session”. If more space is needed, add cells to the table.</td>
</tr>
</tbody>
</table>
For each, indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

*Multi-sites will incur a base fee of $1700 for the main branch plus a $500 base for each additional location. The student week calculation will be added to the base fee for each location. The aggregate student week cap of $9,000 will be applied where applicable on the invoice.*
6. Instructions for Submitting the Online Form

- Have your Student Weeks Calculation Worksheet(s) completed and ready to upload.
- Using the Sustaining Fees Invoice Generator online form (pictured below), enter information on student weeks for each site.
- CEA will issue an invoice based on the information you provide.

Multi-sites are required to complete a sustaining fees invoice generator form for each branch.

To find your Site ID, check the CEA directory: [www.cea-accredit.org/accredited-sites](http://www.cea-accredit.org/accredited-sites)

The invoice generated will be sent to this email address.

This file upload can support only one file. It may be necessary to combine worksheet pages into a single file prior to upload. Single sites with fixed enrollment dates will likely only have two pages.
7. SAMPLES ONLY: Sustaining Fees Worksheets and Calculations

- The worksheet below is for purposes of illustration only; it is not the worksheet that must be completed and uploaded. Please use the separate MS Excel worksheet attached to the Annual Report Package message.
- Additional copies of the Sustaining Fees Worksheet in MS Excel (with automatic calculations) can be downloaded from the CEA Resources page at www.cea-accredit.org/resources.
- One calculation worksheet must be submitted for each accredited site.
- Additional instructions for completing the worksheet appear at the top of the Excel worksheet.

<table>
<thead>
<tr>
<th>Name of location:</th>
<th>Site ID:</th>
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</thead>
<tbody>
<tr>
<td>Multisite location?</td>
<td>Yes/No Select from dropdown</td>
</tr>
<tr>
<td>Auxiliary:</td>
<td>Yes/No Select from dropdown</td>
</tr>
<tr>
<td>If Y, how many auxiliaries?</td>
<td></td>
</tr>
</tbody>
</table>

Additional Programs offered at this location: ____________
Person completing form: ____________ Email address: ____________ Date: ____________

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

<table>
<thead>
<tr>
<th>Session/Term/Semester</th>
<th>Weeks in Session</th>
<th>X</th>
<th>Full-time Student Enrollments</th>
<th>=</th>
<th>Student Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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**Total Table 1 Student Weeks**: This is the number you will enter in the online form. The online form will apply the $0.55 multiplier automatically.

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

<table>
<thead>
<tr>
<th>Session/Term/Semester</th>
<th>Weeks in Session</th>
<th>X</th>
<th>Part-time Student Enrollments</th>
<th>X .5 =</th>
<th>Student Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
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**Total Table 2 Part-time Student Weeks**: This is the number you will enter in the online form. The online form will apply the $0.55 multiplier automatically.
Samples, Continued: How Sustaining Fees are Calculated

The CEA Sustaining Fees Invoice Generator will calculate your verified sustaining fees based on the student weeks submitted; these calculations are for your reference only.

**Single Site Programs and Institutions**

Single Site Base Fee: $1700

+ Total 2019 Student Weeks Fee: (Table 1 X $0.55) + (Table 2 x $0.55)

**Total 2020 Sustaining Fees:**

Base Fee + 2019 Student Weeks Fee

= **Total 2020 Sustaining Fees** (not to exceed $9,000 cap)

**Multisite Programs and Institutions**

Main Branch Base Fee: $1700

+ Main Branch 2019 Student Weeks (Table 1 X $0.55) + (Table 2 x $0.55)

Additional Branch 1 Base Fee: $500

+ Additional Branch 1 2019 Student Weeks (Table 1 X $0.55) + (Table 2 x $0.55)

Additional Branch 2 Base Fee: $500

+ Additional Branch 2 2019 Student Weeks (Table 1 X $0.55) + (Table 2 x $0.55)

Additional Branch #X Base Fee: $500

+ Additional Branch #X 2019 Student Weeks (Table 1 X $0.55) + (Table 2 x $0.55)

**Total 2020 Sustaining Fees:**

All Base Fees + All 2019 Student Weeks Fees (not to exceed $9,000 cap)

= **Total 2020 Sustaining Fees**

For examples of completed sustaining fee forms, please contact CEA at finance@cea-accredit.org.