14. Fees 71
14.1. Initial fees 71
14.2. Sustaining fees 72
14.3. Reaccreditation fees 73
14.4. Special site visit fees 73
14.5. Late charges and refunds 74
14.6. Other fees 74

14. Fees

Each program or institution seeking accreditation or reaccreditation pays fees related to the process. In addition, each is assessed an annual sustaining fee, based on student weeks. Income from these fees allows CEA to carry out its mission, provide necessary activities and services, recover costs of doing business, and ensure CEA's financial stability. All CEA fees are reviewed annually by the Commission, may be revised as necessary, and if revised become effective on January 1 of the following year. The current CEA Fee Schedule is available on the CEA website. The fee schedule states each fee, when it is due, conditions of the fee, and whether it is refundable or non-refundable. Fee options for multisite programs and institutions are outlined on the Fee Schedule.

14.1. Initial fees

Programs and institutions seeking initial accreditation pay fees at the following times in the process of initial accreditation, in the amounts indicated on the current CEA Fee Schedule, available on the CEA website.

14.1.1. Eligibility fee

A program or institution seeking accreditation must submit a completed application for eligibility, documents showing evidence of its eligibility, and the eligibility application fee.

14.1.2. Accreditation workshop fee

Eligible programs and institutions are required to send at least one representative to an accreditation workshop. Participation requires payment of a fee for each representative at the time of registration. Special fees are charged for a customized accreditation workshop.

14.1.3. Plan for the self-study fee

The fee covers costs related to review of the plan for the self-study, consultations with CEA professional staff during the period of self-study, and review of the self-study report. The fee is due at the time the program or institution submits its plan for the self-study.

14.1.4. Site visit fees

The fee covers costs related to the site visit including those related to transportation, food, and lodging for the review team; the financial review; the CEA site visit representative; and CEA administrative costs. In addition to the set fee, a site with additional courses/programs undergoing review may pay a fee related to the extension of a visit or the appointment of an additional team member, if needed, to carry out the review. The site visit fee must be submitted according to CEA's timeline for scheduling site visits. The site visit fee must be paid in full prior to the site visit. CEA reserves the right to cancel or postpone the site visit if payment is not received.

Multiple locations in a multisite institution which are undergoing site visits at the same time have the option to pay the set fee per site or a set fee for the first site plus direct expenses for additional sites. The multisite fee policy options will be provided to affected sites at the accreditation workshop and at the time site visits are planned.

International sites pay a set fee plus direct expenses for the review team, including the CEA representative.

14.2. Sustaining fees

Sustaining fees must be paid by the stated deadlines. Failure to pay the sustaining fee by the deadline may result in a 10 percent late fee and possible administrative warning.

14.2.1 Initial sustaining fees

The program or institution pays a sustaining fee at the time initial accreditation is granted. For sites accredited at the spring or summer meetings of the Commission, the fee is based on the calculation of sustaining fees that would apply for the remainder of that calendar year and is due within 30 days of notification of the accreditation decision. Sites accredited at the December meeting pay sustaining fees for the next calendar year.

Additional branches granted initial accreditation at the spring or summer meeting pay a set fee, due within 30 days of notification of accreditation.

14.2.2. Annual sustaining fees

An accredited program or institution must pay an annual sustaining fee by the stated deadline to maintain its status. Sustaining fees include a base fee and a fee calculated on student weeks or the equivalent. General Information about annual sustaining fees is on the CEA Fee Schedule, and information about calculations, including for multisite institutions, is provided in the annual report package issued each year.

14.3. Reaccreditation fees

Programs and institutions undergoing reaccreditation pay the following fees in the amounts indicated on the CEA Fee Schedule, available on the CEA website.

14.3.1. Application fee

A reaccreditation fee is due at the time an accredited program submits its application for reaccreditation. The fee covers costs related to review of the site's eligibility and status to begin the reaccreditation process.

14.3.2. Accreditation workshop fee

Attendance at an accreditation workshop is required for reaccreditation. See Section 14.1. Initial fees for details.

14.3.3. Reaccreditation timeline and plan fee

Following the workshop, the site must submit the reaccreditation timeline and plan. The corresponding fee covers costs related to review of the timeline and plan, consultations with CEA professional staff during the period of self-study, and review of the self-study report.

14.3.4. Site visit fee

The site visit fee must be submitted according to CEA's timeline for scheduling site visits. The site visit fee must be paid in full prior to the site visit. CEA reserves the right to cancel or postpone the site visit if payment is not received. See Section 14.1. Initial fees for details.

14.3.5. Interim report fee

In the fifth year of a 10-year term of reaccreditation, programs and institutions submit an interim report. The corresponding fee covers costs related to review of the interim report.

14.4. Special site visit fees

CEA may, at times, call for a special site visit related to matters resulting from

- accreditation decisions or deferrals
- applications for additional branches
- substantive changes
- interim reports
- complaints
- advisory actions such as warning, probation, or show cause
- other matters

The executive director may also call for a site visit at any time it is deemed warranted. Fees for each type of special site visit are on the CEA Fee Schedule, available on the CEA website.

14.5. Late charges and refunds

Sustaining fees must be paid by the stated deadlines. A penalty for late submission applies. Nonpayment of fees by deadlines may result in an administrative warning, which can lead to withdrawal of accreditation. Fees are nonrefundable unless otherwise noted.

The workshop fee is fully refundable up to 30 days before the workshop. Workshop fees are not refunded after that time, but they may be applied toward the fee for participating in a future accreditation workshop.

In the event that 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.

Refund policies for other fees are stated on the CEA Fee Schedule, available on the CEA website.

14.6. Other fees

Fees for international workshops and site visits are based on a flat fee plus direct expenses, as stated on the CEA Fee Schedule.

Fees for appeals are stated on the CEA Fee Schedule. The conditions of these fees, including refund policies, are stated in Section 13: Appeals.

Fees for applications for changes of ownership and for additional branches are stated on the CEA Fee Schedule. The conditions of these fees are stated in the relevant sections of these *CEA Policies and Procedures*. Contact CEA staff for details.