



Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

DUES AND FEES

- Policy Statement -

All member and candidate institutions shall pay dues and fees in accordance with those authorized by the Commission on Colleges and approved by the College Delegate Assembly.

Statement of dues shall be issued by the Commission and shall be payable upon receipt of the Commission's invoice by the member or candidate institution. The invoice is sent to the chief executive officer of the institution. Dues assessment information is not released about an institution without written permission by the institution's chief executive officer.

Dues statements are mailed to institutions in April and are payable by June 30 but not later than July 31. When an institution fails to pay its dues by the designated deadline, the Commission will assume from this action that the institution no longer wants to maintain its membership or candidacy with the Commission on Colleges. By that action, the institution withdraws from membership or candidacy.

The operational costs of the Commission on Colleges are met by annual institutional dues. Travel expenses relative to staff and committee visits are borne by the institution being visited. The institution will be billed by the Southern Association of Colleges and Schools following the visit.

Membership and Candidate Dues

Dues assessments for member and candidate institutions are based on the following formula:

Dues = Fixed Cost + Full-Time Enrollment Equivalent Variable + Educational & General Expenditure Variable

If an institution's E & G total does not exceed \$4,000,000, then that institution's dues amount includes only the fixed cost amount added to the full-time enrollment equivalent variable amount.

Fees for Applicant Institutions

Because of staff and Commission involvement with applicant institutions beginning at the time an institution submits its application, the Commission adopted the following application fee structure:

For institutions located in the United States:

Application Fee	\$ 10,000
Candidacy Fee	2,500

For institutions located outside the United States:

Application Fee	\$15,000
Candidacy Fee	2,500

The *application fee* is assessed at the time an institution submits its application materials and must accompany the application. It covers costs associated with the application review and consultation with staff.

When an institution is authorized to receive a Candidate Committee, it is assessed a *candidacy fee* of \$2,500. This fee covers costs associated with staff involvement in the accreditation process and in assembling a Candidate Committee.

In addition, candidate and member institutions are assessed annual dues using a formula based on enrollment and on educational and general expenditures beginning with the term in which candidate or membership status is awarded.

Fees and Expenses for a Substantive Change Review

Fees related to the Review of an Application/Prospectus for Substantive Change

The following fees will be assessed to institutions planning the initiation of a substantive change and requiring an application/prospectus review:

- \$300 For an institution seeking review of a single substantive change prospectus
- \$300 Per each type of substantive change submitted by an institution seeking review of a multiple proposal
- \$150 Per institution for a collaborative effort between two member institutions seeking review of a single prospectus
- \$100 Per institution for a collaborative effort among three or more member institutions seeking review of a single prospectus

Fees related to Substantive Change Committee visits

In addition to the fee assessed for reviewing the substantive change prospectus, the following fees will be assessed to an institution hosting a Substantive Change Committee visit:

- The actual cost of the committee
(Includes travel, lodging, food, and related expenses), and
- 25 percent of the total cost of the committee

Fees and Expenses for a Special Committee Review

The following fees will be assessed to an institution hosting a Special Committee visit:

- The actual cost of the committee
(Includes travel, lodging, food, and related expenses), and
- 25 percent of the total cost of the committee

*Approved: College Delegate Assembly, December 1998
Revised for the Principles of Accreditation: December 2003
Revised: Executive Council, June 2004
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