



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

DUES, FEES, AND EXPENSES

Policy Statement

Payment of dues and fees. A high percentage of the operational costs of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is met by annual institutional dues. All member and candidate institutions shall pay dues and fees in accordance with those authorized by SACSCOC and approved by the College Delegate Assembly and the Commission's Board of Trustees.

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.

Travel expenses for evaluation committees of the Commission. Travel expenses relative to Commission 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. Institutions being reviewed are responsible for covering the actual direct expenses of the evaluation committee. Direct expenses normally include travel, lodging, meals, and other related expenses. For general budgeting purposes, institutions may use a guideline of approximately \$1,500 expenses per committee member; however, expenses vary considerably depending upon the site location(s), the number of committee members, etc. In certain cases a "flat fee" assessment is used rather than actual direct expenses; in other cases a percentage fee is assessed in addition to actual direct expenses.

Schedule of dues, fees, and expenses. A schedule of dues, fees, and expenses follows.

1. Membership and Candidate Dues

Candidate and member institutions are assessed annual dues beginning with the calendar year in which candidacy is awarded. Dues assessments for member and candidate institutions are based on the following formula:

$$\text{Dues} = \text{Fixed Cost} + \text{Full-Time Enrollment Equivalent Variable} + \text{Educational \& General Expenditure Variable}$$

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.

2. Fees for review of Applicant Institutions

Staff and Commission involvement with applicant institutions begin at the time an institution submits its application. To cover expenses associated with the review of the application, consultation with Commission staff, and the assembling of a Candidacy Committee, the Commission adopted the following application fee structure:

Pre-Applicant Workshop (registration fee and lunch per person)	\$250
Pre-Applicant Institutional Effectiveness Workshop (registration fee and lunch person)	\$250

Application Fee for institutions submitting an application for membership (fee accompanies application):

National institutions	\$10,000
International Institutions	\$15,000

Candidacy Fee for institutions authorized a Candidate Committee (billed to the institution following action on authorization):

National institutions	\$2,500
International institutions	\$2,500

3. Fees and Expenses for a Reaffirmation Review

For institutions seeking reaffirmation of accreditation, the following fees apply:

Leadership Team Orientation (registration fee and lunch per person)	\$150
Staff Advisory Visit or Conference (flat fee billed to institution)	\$500
Review by the Off-Site Reaffirmation Committee (flat fee billed to institution)	\$3,000
Review by an on-site Reaffirmation Committee (direct cost for each evaluator and for staff, travel, food, hotel, meeting rooms, and miscellaneous expenses)	

The institution will be billed the total following the conclusion of the Committee's evaluation activities.

4. Fees and Expenses for a Substantive Change Review

For institutions submitting an application/prospectus for substantive change and for expenses associated with substantive change committee visits that may be authorized, the following fees apply:

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 substantive change prospectus or application for level change
\$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
\$300	Per review of a Category Three collaborative academic arrangement (See Commission policy "Collaborative Academic Arrangements.")

If the above fees are not included with the application or prospectus, the institution(s) will be billed.

Fees related to Substantive Change Committee visits and to visits of Off-Campus Instructional Sites that are being reviewed as part of an institution's Fifth-Year Review

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**

Fee of 25 percent of the actual direct expenses of the committee

The institution will be billed the total following the conclusion of the committee's evaluation activities.

5. 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**

Fee of 25 percent of the actual direct expenses of the committee

The institution will be billed the total following the conclusion of the committee's evaluation activities.

6. Expenses for an advisory staff visit to an international institution

The Commission will charge the institution the cost of the actual travel expenses when a staff advisory visit takes place as part of the application or reaffirmation process.

Document History

Approved: College Delegate Assembly, December 1998

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