



*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 SACSCOC Board of Trustees.

A statement of dues shall be issued by SACSCOC and shall be payable upon receipt of SACSCOC'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 May and are payable by July 31. When an institution fails to pay its dues by the designated deadline, SACSCOC will assume from this action that the institution no longer wants to maintain its membership or candidacy with SACSCOC. Membership dues are non-refundable. By that action, the institution withdraws from membership or candidacy.

If an institution has filed bankruptcy, SACSCOC may not act to revoke accreditation for failure to pay accreditation dues and fees during the pendency of bankruptcy.

Travel expenses for SACSCOC review committees

Travel expenses relative to SACSCOC staff and committee visits are borne by the institution being visited. The institution will be billed by SACSCOC following the visit. Institutions being reviewed are responsible for covering the actual direct expenses of the review 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, an administrative fee is charged in addition to actual direct expenses. (See administrative fees for special and substantive change committee visits and for fifth-year interim reviews of off-campus instructional sites.)

Procedures: Schedule of dues, fees, and expenses

1. *Membership and Candidate Dues*

Candidate and member institutions are assessed annual dues beginning with the calendar year in which candidacy or membership is awarded. 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.

2. *Fees for review of Applicant Institutions*

Engagement with applicant institutions begins at the time an institution submits its application. To cover expenses associated with the review of the application, consultation with SACSCOC staff, and the assembling of a Candidacy Committee, the SACSCOC Board of Trustees 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 per person)... \$250

Application Fee for institutions submitting an application for membership (payment to accompany application):

U.S. institutions..... \$12,500
International Institutions \$15,000

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

U.S. institutions..... \$5,000
International institutions \$5,000

3. *Fees and Expenses for a Candidacy Committee and Accreditation Committee visit*

The following fees will be assessed to an institution hosting a Candidacy Committee or Accreditation Committee visit:

The actual cost of the Committee (includes travel, lodging, food, and related expenses for each evaluator and staff, and incidental expenses for each evaluator).

The institution will receive a bill for the total amount following the conclusion of a Committee's evaluation activities.

4. *Fees and Expenses for a Reaffirmation Review*

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

Staff Advisory Visit (billed to institution).....actual travel expenses plus \$750

Review by the Off-Site Reaffirmation Committee (flat fee billed to institution)..... \$3,500

Review by an On-Site Reaffirmation Committee (includes travel, lodging, food, and related expenses for each evaluator and staff, and incidental expenses for each evaluator).

The institution will receive a bill for the total amount following the conclusion of the Committee's evaluation activities.

5. Fees and Expenses for a Fifth-Year Interim Review

The following fee will be assessed to an institution undergoing a Fifth-Year Interim Review

Review by the Fifth-Year Interim Review Committee (flat fee billed to institution)..... \$3,500

6. Fees and Expenses for an Off-Campus Instructional Site Committee (Interim OCIS) visit (in conjunction with an institution's Fifth-Year Interim Review)

The following fees will be assessed to an institution hosting an Interim OCIS Committee visit:

The actual cost of the Committee (includes travel, lodging, food, and related expenses for each evaluator and staff, and incidental expenses for each evaluator), **and**

Administrative fee for Interim OCIS Committees:..... \$1,500

The institution will receive a bill for the total amount following the conclusion of the Committee's evaluation activities.

7. Fees and Expenses for a Substantive Change Review

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

\$500 For an institution seeking review of a substantive change prospectus or application for level change

An institution may submit a single prospectus covering up to 10 off-campus sites that offer dual enrollment programs, as long as the program offerings are identical. The assessment for the prospectus will be the same \$500 as for a prospectus for a single site. Additional sites would need to be submitted individually unless the program offerings at the additional sites are identical (again, up to 10 sites).

\$500 Per SACSCOC member institution for a substantive change involving multiple institutions (e.g., change in governance/ownership, or collaborative program)

\$5,000 Per SACSCOC member institution for a substantive change involving multiple institutions in a merger/consolidation or acquisition.

\$7,500 Per non-SACSCOC member institution for a substantive change involving multiple institutions (e.g., merger/consolidation, acquisition, change in governance/ownership, or collaborative program)

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

8. Fees and Expenses for a Substantive Change Committee Visit

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 for each evaluator and staff, and incidental expenses for each evaluator), **and**

Administrative fee for Substantive Change Committees:..... \$2,000

The institution will receive a bill for the total amount following the conclusion of the Committee’s evaluation activities.

9. 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 for each evaluator and staff, and incidental expenses for each evaluator), **and**

Administrative fee for Special Committees..... \$1,500

The institution will receive a bill for the total amount following the conclusion of the Committee’s evaluation activities.

10. Incidental Expenses for peer evaluators

Chairs and other members of SACSCOC review committees receive an amount for incidental expenses in addition to their actual reimbursable expenses:

Committee Chairs \$300
Committee Members..... \$150

Document History

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