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. 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.)
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:
   
   \[
   \text{Dues} = \text{Fixed Cost} + \text{Full-Time Enrollment Equivalent Variable} + \text{Educational & General Expenditure Variable}
   \]

   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**
   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 ..................................................................................................................... $10,500
     - Effective July 1, 2021 .............................................................................................. $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 ....................................................................................................................... $2,500
     - Effective July 1, 2021 ................................................................................................ $5,000
   - International institutions ......................................................................................................... $5,000

3. **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
   (Direct cost for each evaluator and for staff, travel, food, hotel, incidental expenses for each reviewer, meeting rooms and miscellaneous expenses).

   The institution will be billed for the total amount following the conclusion of the Committee’s evaluation activities.
4. **Fees and Expenses for a Fifth-Year Interim Review**
   The following fee will be assessed to an institution undergoing a Fifth-Year Interim Review (Effective July 1, 2021)

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

5. **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:

   - $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., merger/acquisition, change in governance/ownership, or collaborative program)
   - $5,000 Effective July 1, 2021
   - $7,500 Per non-SACSCOC member institution for a substantive change involving multiple institutions (e.g., merger/acquisition, change in governance/ownership, or collaborative program)

   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 Interim Review**
   The following fees will be assessed to an institution hosting a Substantive Change Committee or Interim OCIS Committee visit:

   - The actual cost of the Committee (Includes travel, lodging, food, Incidental Expenses for each reviewer, and related expenses), and
   - Administrative fee for Substantive Change Committees:................................. $2,000
   - Administrative fee for Interim Off-Campus Instructional Sites Committees:........... $1,500

   The institution will be billed for the total amount following the conclusion of the Committee’s evaluation activities.
6. 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, incidental expenses for each member, and related expenses), and

An administrative fee................................................................. $1,500

The institution will be billed for the total amount following the conclusion of the Committee’s evaluation activities.

7. Incidental Expenses for peer reviewers
Chairs and other members of SACSCOC review committees receive an amount for incidental expenses in addition to their actual reimbursable expenses:

Committee Chairs ........................................................................................................................................ $200
Effective July 1, 2021 ......................................................................................................................................... $300
Committee Members ........................................................................................................................................ $100
Effective July 1, 2021 ......................................................................................................................................... $150

Document History
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