

ATMAE Accreditation Fee & Expense Policies

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General Fee Structure & Billing Policies

- Institutions pay an initial accreditation visit fee prior to the team visit for accreditation of new degree programs.
- Institutions with accredited programs pay an annual accreditation fee.
- Accreditation fees are due thirty (30 days) after receipt of an invoice, unless otherwise noted.
- Accreditation will be automatically withdrawn from institutions with fees six (6) months in arrears. *(See Policies 3.6)*

Accreditation Visit Fees

Initial Accreditation Visit Fee

- **Fee:** \$5,000 for visits in 2015, 2016, 2017
- **Billing:** Accreditation Visit Fees are billed after visit details are approved by the institutional representatives and by February 1 of each year. The Accreditation Visit Fee for a visit approved after February 1 will be billed immediately after the visit is approved.
- **Due:** The invoice for the Accreditation Visit Fee is due and payable 30 days prior to the visit. *(See Policies 3.6.1)*

Accreditation Visits

(Fee for Extra Team Members / Extra Days on Campus)

- **Fee:** Based on a proportionate share of actual expenses.
- **Fee Calculation:** If the Accreditation Personnel Committee determines that more than three team members are required for any visit, or that more than three (3) on-campus days are required for the visit, or if a follow-up on-site visit is required, then the institution will be billed for actual travel costs for the extra team member(s) or additional visit days, or for the follow-up visit. “Actual travel costs” for each extra team member will be determined by dividing the total travel costs by the number of team members. Actual travel costs for each additional visit day will be determined by dividing the total travel costs by the number of on-campus days required for the visit.
- **Billing:** The fee for extra team members / extra days on campus will be billed immediately upon calculation of all direct expenses related to the visit.
- **Due:** The invoice for the Extra Team members / Extra Days on Campus Fee is due and payable 30 days after receipt. *(See Policies 3.6.3)*

Withdrawal of Request for Accreditation – Incurred Expense Fee

- **Fee:** All direct expenses incurred by ATMAE prior to receipt of the withdrawal request. This may include but is not limited to airfares and other visiting team travel expenses related to a scheduled visit that are incurred prior to the withdrawal request.
- **Billing:** The fee for expenses of a withdrawn request for accreditation will be billed immediately upon calculation of all direct expenses related to the cancelled visit.
- **Due:** The invoice for the Withdrawal of Request for Accreditation Visit Fee is due and payable 30 days after receipt. *(See Policies 3.2)*

Subsequent Reaccreditation Visit Fee

(Team visits in visit years after initial team visit)

- **Fee:** \$0 – There is no reaccreditation visit fee; the visit costs for reaccreditation visits are covered by ATMAE and funded from general revenues of the accreditation program. *(See Policies 3.6.1)*

Follow-Up Visit Fee

(where Accreditation Board requires a follow-up visit)

- **Fee:** Actual Visit Expenses of the follow-up visitor and ATMAE Administrative Fee of \$200.
- **Billing:** ATMAE invoices the institution for the follow-up visit fee immediately after the visitor provides ATMAE with actual visit expense information.
- **Due:** The invoice for the Follow-Up Visit Fee is due and payable 30 days after receipt. *(See Policies 3.6.3)*

Travel Costs Surcharge Fee

- **Fee Application:** Determined on a case-by-case basis by the ATMAE office where travel costs on an initial accreditation or reaccreditation (with no more than three visitors and no more than three days on campus) visit greatly exceeds the average travel expenses on an accreditation visit.
- **Fee Calculation:** Where the accreditation team visit expenses exceed 125% of the average projected cost of a visit in that year, the Travel Costs Surcharge Fee is equal to the amount of the team visit expenses that exceed 125% of the average projected cost.
- **Notice:** The ATMAE office will notify the institutional contact person where it seems likely that a travel costs surcharge fee will result from high travel expenses on an accreditation team visit.
- **Billing:** ATMAE invoices the institution for the Travel Costs Surcharge Fee immediately after all visiting team travel expenses have been reported to ATMAE.
- **Due:** The invoice for the Travel Costs Surcharge Fee is due and payable 30 days after receipt. *(See Policies 3.6.4)*

****A Note on Direct Payment of Visitor Travel Expenses by an Institution:***

- In most circumstances, there is no benefit gained with respect to the costs of ATMAE accreditation services by paying ATMAE Accreditation Team Member expenses directly, such as paying for meals, hotel rooms, etc. Reducing the expenses that team members pay for travel, meals and lodging will not reduce ATMAE fees that apply, unless there are extra team visitors on a visit or extra days on campus and direct payment of expenses by the institution offers in a cost advantage over payment of those expenses by the team members themselves (i.e., due to “university rate”, discounts, etc.)
- ATMAE suggests that direct payment of team member expenses be avoided; such payment may be perceived as creating a conflict with objective assessment of the program by team members.

Annual Accreditation Fees

First Annual Accreditation Fee

- **Fee:** \$2,650 for fee invoices issued in 2015 and 2016
- **Billing:** Newly accredited programs (accredited at annual hearings each fall) are billed by December 1 of that year for the period of November 1 of that year through October 31 of the next year.
- **Due:** The invoice for the First Annual Accreditation Fee is due and payable 30 days after receipt. *(See Policies 3.6.2)*

Subsequent Annual Accreditation Fees

- **Fee:** \$2,650 for fee invoices issued in 2015 and 2016
- **Billing:** March 1 for accreditation period November 1 of that year through October 31 of next year.
- **Due:**
 - The invoice for the Annual Accreditation Fee is due and payable 30 days after receipt.
 - However, as fiscal policies may preclude payment of a March 1 invoice if the November through October period is in the next fiscal year, many schools pay the March 1 invoice on or after July 1.
 - Annual fee invoices issued on or about March 1 must be paid in full by September 1.
 - Accreditation will be automatically withdrawn from institutions with fees six (6) months in arrears. (*See Policies 3.6 & 3.6.2*)

Timing of Annual Fees for New Accreditations

- **Policy:** When an institution has degree programs accredited at the fall accreditation hearings (late October to mid-November), they will be invoiced their first annual fee of \$2650 on December 1 for the period of November of that year through October of the next year. On March 1 of the next year, they will be invoiced the next annual fee of \$2650 for the period of November of the next year through October of the following year.
- **Example:**
 - An institution has degree programs accredited at the 2015 Accreditation hearings
 - The institution will be invoiced \$2650 on December 1, 2015 for the accreditation period of November 2015 through October 2016
 - The institution will be invoiced \$2650 on March 1, 2016 for the accreditation period November 2016 through October 2017.

Annual Accreditation Fee - Late Payment Fee

- **Policy:** For Annual Fee Invoices issued on or about March 1, a 1.5% late fee applies as of August 10. ATMAE Accreditation Annual Fee invoices are issued on or about March 1 that are unpaid and with respect to which the invoice payment has not been received at the ATMAE Office, or via ACH deposit to the ATMAE accounts receivable bank account, as of the issuance of ATMAE customer statements on August 10 of each year will result in inclusion of a 1.5% per month late payment fee (compounded monthly.)
- **Detail:** ATMAE Accreditation Annual Fee invoices are issued on or about March 1 for the accreditation service year starting the subsequent November 1. Fees are due and payable upon receipt. ATMAE understands that fiscal year policies often delay approval and release of payment until July 1.
 - If payment will be made after June 30, please begin the internal payment process by July 1 to ensure payment by August 1 without incurring a late fee.
 - If your payment is expected to be delayed until after August 1 due to extenuating circumstances, please contact the ATMAE office at 630-433-4514 or at Kelly@atmae.org.

Consultant Fee & Expenses

- **Fee:** \$500 per day plus actual travel expenses for consultants. The consultant fee may include one additional day for writing the consultant report for every day spent on the campus.
- **Billing:** ATMAE invoices the institution after the consultant provides ATMAE with expense information and reports the total consultant days for the consult visit.
- **Due:** The invoice for Consultant Fee & Expenses is due and payable 30 days after receipt. *(See Policies 2.5.6)*