

Accreditation Process, Policies, and Procedures, fourth edition

I.23 Fees

Among the responsibilities of accredited programs is the payment of fees to support the accreditation process. The COA reviews fees regularly and makes adjustments if needed. Programs are notified of any fee change six (6) months before the billing date. See section I.23.1 for the current fee schedule.

The Office for Accreditation is responsible for assessing and collecting fees as follows:

Precandidacy fee	A program applying for Precandidacy status must submit an application fee with the application. Precandidate programs must pay an annual fee while in Precandidacy. The annual Precandidacy fee is normally billed no later than October 15.
Candidacy fee	A program applying for Candidacy status must submit an application fee with the application. An annual fee is assessed each year that the program is in Candidacy. The annual Candidacy fee is normally billed no later than October 15.
Annual accreditation fee	Accredited programs pay an annual accreditation fee. The annual accreditation fee is normally billed no later than October 15.
Comprehensive or progress review fee	<p>Programs pay an accreditation fee for each comprehensive or progress review. In addition, the school is responsible for all review-related expenses, including, but not limited to, preparation and distribution of documents; conference calls and other communication modes such as internet access; and travel, lodging, and meals for any on-site visit by members of the ERP. The ALA Office for Accreditation invoices the program for panel expenses and comprehensive review fees after the visit has occurred. Comprehensive or progress review fees are billed approximately 60 days following the visit.</p> <p>It is important to the integrity of the accreditation process that no payment be made by the program directly to panelists. Although expenses for the review are ultimately paid by the program, the process requires panelists to submit all receipts for out-of-pocket expenses to the Office for Accreditation for reimbursement. It is acceptable, after consultation with the ERP Chair, for the program to arrange and directly pay for transportation, lodging, and meals on site. It should be noted that panel members receive no honorarium or other consideration for their time and service.</p>
Appeal filing fee	A program that chooses to file an appeal after receiving an accreditation decision of Withdrawn accreditation or Denial of Initial accreditation must submit a non-refundable appeal filing fee along with the document upon which the appeal is based.
Late fee	A late fee is normally assessed for any statistical, biennial narrative, or special report received in the Office for Accreditation after the assigned deadline. If a report is more

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than 14 calendar days late without explanation, the Office will send a late notice to the program and to the institution's Chief Executive Officer. The COA may exercise its right to defer action on or not accept any report received fewer than 14 calendar days before the next regularly scheduled COA meeting.

I.23.1 Schedule of fees

Accredited programs are responsible for the payment of fees to support the accreditation process. Programs are notified of any fee change six months before the billing date.

Precandidacy status

Precandidacy application fee	\$1,000
Annual fee	\$2,000

Candidacy status

Candidacy application fee	\$1,000
Candidacy annual fee	\$1,100

Continued, Conditional or Initial accreditation

Annual fee (current)	\$1,155
Annual fee (effective for October 2021 billing)	\$1,212.75

Accreditation review fees

Comprehensive review	\$1,000
Comprehensive review (beginning with 2022 visits)	\$1,150
Progress review fee	\$1,000

Appeal filing fee

\$2,500

Late fee (assessed for any report received after the assigned deadline)

\$250

I.23.2 Other expenses

If the OA Director or other staff member of the Office for Accreditation is invited to visit the campus for any reason, the school is responsible for all travel, lodging, and meal expenses. However, if the OA Director or other staff member chooses to accompany an ERP to the school as an observer, the Office pays the expenses of this visit.