

ATMAE* Accreditation Fee & Expense Policies

(*formerly NAIT)



ATMAE

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Effective as of January 9, 2009

General Fee Structure & Billing Policies:

- Institutions pay an accreditation visit fee prior to team visits for new accreditation of 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- Accreditation will be automatically withdrawn from institutions with fees six (6) months in arrears.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 2009 Accreditation Handbook 3.6)

Accreditation Visit Fees:

Initial Accreditation Visit Fee:

- Fee: \$4400
- 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 2009 Accreditation Handbook 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 2009 Accreditation Handbook 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 2009 Accreditation Handbook 3.2)

Subsequent Reaccreditation Visit Fee

- 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 2009 Accreditation Handbook 3.6.1)

Follow-Up Visit Fee:

- 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 2009 Accreditation Handbook 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 2009 Accreditation Handbook 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 results in a cost advantage over payment of those expenses by the team members themselves
- Additionally, ATMAE suggests that direct payment of team member expenses be avoided as in some instances such payment can be perceived as creating a conflict with the goal of objective application of accreditation standards by team members.

Annual Accreditation Fees

First Annual Accreditation Fee:

- Fee: \$2200
- Billing: Newly accredited programs (accredited at annual conference hearings in October or November) 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 2009 Accreditation Handbook 3.6.2)

Subsequent Annual Accreditation Fees:

- Fee: \$2200
 - Billing: March 1 of each year for accreditation period November 1 of that year through October 31 of subsequent 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 October 1.
 - Accreditation will be automatically withdrawn from institutions with fees six (6) months in arrears.
- (See 2009 Accreditation Handbook 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 \$2200 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 \$2200 for the period of November of the next year through October of the following year.
- Example:
 - An institution has degree programs accredited at the 2009 Accreditation hearings
 - The institution will be invoiced \$2200 on December 1, 2009 for the accreditation period of November 2009 through October 2010
 - The institution will be invoiced \$2200 on March 1, 2010 for the accreditation period November 2010 through October 2011.

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 2009 Accreditation Handbook 2.5.6)