



*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 the Commission and shall be payable upon receipt of the Commission'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 April and are payable by June 30 but not later than July 31. When an institution fails to pay its dues by the designated deadline, the Commission 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, the Commission may not act to revoke accreditation for failure to pay accreditation dues and fees during the pendency of bankruptcy.

**Travel expenses for evaluation committees of the Commission.** Travel expenses relative to Commission 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 evaluation 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, a "flat fee" is used for administrative overhead rather than actual direct expenses. (See administrative fees for special and substantive change committee visits and for fifth-year reviews of off-campus instructional sites.)

### **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**

Staff and Commission involvement with applicant institutions begin at the time an institution submits its application. To cover expenses associated with the review of the application, consultation with Commission 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):

- National institutions .....\$10,000
- International Institutions.....\$15,000

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

- National institutions .....\$2,500
- International institutions.....\$2,500

**3. Fees and Expenses for a Reaffirmation Review**

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

- Leadership Team Orientation (lunch per person).....\$50  
*(Conducted as part of the SACSCOC December Annual Meeting)*

Staff Advisory Visit or Advisory Conference (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 Fee for each reviewer, meeting rooms and miscellaneous expenses).

The institution will be billed the total following the conclusion of the Committee's evaluation activities.

**4. 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)
- \$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 Review

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, Incidental Fee for each reviewer, and related expenses), **and**

An administrative fee for Substantive Change Committees:.....\$2,000  
An administrative fee for Fifth-Year Review of Off-Campus Instructional Sites.....\$1,500

The institution will be billed the total following the conclusion of the committee's evaluation activities.

**5. 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 Fee for each member, and related expenses), **and**

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

The institution will be billed the total following the conclusion of the committee's evaluation activities.

**Document History**

*Approved: College Delegate Assembly, December 1998*  
*Revised for the Principles of Accreditation, December 2003*  
*Revised: Executive Council, June 2004*  
*Edited: November 2005*  
*Revised: SACSCOC Executive Council, March 2009*  
*Revised: SACSCOC Board of Trustees, December 2011, June 2012*  
*Edited: March 2014*  
*Updated: June 2014*  
*Revised: SACSCOC Board of Trustees, June 2016, December 2016*  
*Reformatted: August 2018*