



Policy Title: ACAOM Schedule of Fees and Dues

Approved By: ACAOM Commissioners

Document History: Policy Implementation Date: 1 Dec 2015
Last Updated: 15 June 2017

Related Policies: [ACAOM Glossary](#); [ACAOM Notification of Change Policy](#); [ACAOM Accreditation Procedures](#); [ACAOM Branch Campus Policy](#); [ACAOM Commission Actions Policy](#)

References:

Responsible Official: ACAOM Executive Director

Policy Summary: This is a schedule of the Commission’s current fees and dues.

Table of Contents

Orientation and Eligibility 2

Orientation Visit and Eligibility Report Review/Site Visit Fee Schedule:..... 2

Master’s and Doctoral Pre-Accreditation..... 2

Master’s-Level Pre-Accreditation Fee/Dues Schedule: 2

Master’s and Doctoral Accreditation 3

Self-Study Report Review and Accreditation Site Visit Fee Schedule:..... 3

Master’s Level Accreditation Fee/Dues Schedule:..... 3

Master’s and Doctoral Accreditation (continued)..... 4

Doctoral Program Accreditation Fee/Dues Schedule: 4

Miscellaneous Fees Schedule 4

Miscellaneous Fees Schedule (continued)..... 5

Miscellaneous Fees Schedule (continued)..... 6

Orientation and Eligibility

Orientation Visit and Eligibility Report Review/Site Visit Fee Schedule:

| Fee | Fee Explanation | Due Date | Charges |
|--------------------------------------|---|--|---------------------------|
| Orientation Visit Fee | This is the administrative fee for a one-day visit by ACAOM professional staff to an institution to provide information about the accreditation process; the Commission's procedures, standards, and criteria; and to provide general consultative assistance to the program. The program must also cover ACAOM's visit costs. | Due when the orientation visit is confirmed. | \$1,300 + expenses |
| Eligibility Report Review Fee | This fee, less a \$1000 processing charge, is refundable only in the case of an applicant program found by the Commission to be outside of its scope. | Due upon submission of the program's <i>Eligibility Report</i> . | \$4,000 |
| Eligibility Site Visit Fee | The program pays the entire expense of the visit. A flat rate fee* is charged to cover site visit expenses for honoraria, meals, local transportation, related site visit expenses, and Commission overhead. Additionally, all other expenses, such as hotel and air travel for site visitors, are paid directly by the program. | Due ACAOM 30 days prior to the visit. | \$7,600 Flat Rate* |

Master's and Doctoral Pre-Accreditation

Master's-Level Pre-Accreditation Fee/Dues Schedule:

| Fee | Fee Explanation | Due Date | Charges |
|--|---|--|--|
| Master's-level Pre-Accreditation Acceptance Fee | This fee is for accepting Master's-level pre-accreditation status. | Due upon acceptance of Master's-level pre-accreditation. | \$6,600 base + \$30 per student for a 12 month period or pro rata if < 12 mos. |
| Master's-level Annual Sustaining Pre-Accreditation Dues | *Annual Sustaining Dues paid by any campus are capped at \$20,000 regardless of the number of students or programs. | Due by 1 March of each subsequent year of Master's-level pre-accreditation status. | \$6,600 base + \$30 per student for a 12 month period or pro rata if < 12 mos. |

Doctoral Program Pre-Accreditation Fee/Dues Schedule:

| Fee | Fee Explanation | Due Date | Charges |
|--|--|--|--|
| Doctoral Program Pre-Accreditation Acceptance Fee | This fee is for accepting Doctoral program pre-accreditation. Fees are applicable for each professional doctoral program and/or postgraduate doctoral program. | Due upon acceptance of Doctoral program pre-accreditation. | \$3,300 base + \$30 per student for a 12 month period or pro rata if < 12 mos. |

| | | | |
|--|--|--|---|
| Doctoral Program Annual Sustaining Pre-Accreditation Dues | *Annual Sustaining Dues paid by any campus are capped at \$20,000 regardless of the number of students or programs. Fees are applicable for each professional doctoral program and/or postgraduate doctoral program. | Due by 1 March of each subsequent year of Doctoral pre-accreditation status. | \$3,300 base + \$30 per student for a 12 month period or pro rata if < 12 mos. |
|--|--|--|---|

Master's and Doctoral Accreditation

Self-Study Report Review and Accreditation Site Visit Fee Schedule:

| Fee | Fee Explanation | Due Date | Charges |
|-------------------------------------|---|--|-----------------|
| Accreditation Site Visit Fee | The program pays the entire expense of the visit. A flat rate fee* is charged to cover site visit expenses for honoraria, meals, local transportation and related site visit expenses and Commission overhead. Additionally, all other expenses, such as hotel and air travel for site visitors, is paid directly by the program. Additional fees may apply for multiple language programs. | The flat rate fee is due ACAOM 30 days prior to the visit. | \$7,600* |
| Self-Study Report Review Fee | This fee is assessed for the review of a self-study report by ACAOM staff. | Due upon submission of the program's <i>Self-Study Report</i> for <u>initial accreditation or re-accreditation.</u> | \$4,000 |

Master's Level Accreditation Fee/Dues Schedule:

| Fee | Fee Explanation | Due Date | Charges |
|--|---|---|---|
| Master's-level Accreditation Acceptance Fee | Provided all pre-accreditation fees have been paid, there is no additional charge for the acceptance of Master's level program accreditation. Fees will be pro-rated between pre-accreditation and accreditation for the year in which accreditation is accepted. | N/A | None – provided all pre-accreditation fee payments are current |
| Master's-level Annual Sustaining Accreditation Dues – Main Campus | Fee for continuing Master's-level accreditation status at a main campus . *Annual Sustaining Dues paid by any campus are capped at \$20,000 regardless of the number of students or programs. | Due by 1 March of each subsequent year of accreditation status. | \$6,600 base + \$30 per student for a 12 month period or pro rata if < 12 months |
| Master's-level Annual Sustaining Accreditation Dues – Branch Campus | Fee for continuing Master's-level accreditation status at a branch campus . Institutions with a branch campus must also pay annual sustaining dues for each branch. *Annual Sustaining Dues paid by any branch campus are capped at \$20,000 regardless of the number of students or programs. | Due on 1 March of each subsequent year of accreditation status. | \$6,600 base + \$30 per student for a 12 month period or pro rata if < 12 months |

Master's and Doctoral Accreditation (continued)

Doctoral Program Accreditation Fee/Dues Schedule:

| Fee | Fee Explanation | Due Date | Charges |
|--|--|---|---|
| Doctoral Program Accreditation Acceptance Fee | Provided all pre-accreditation fees have been paid, there is no additional charge for the acceptance of Doctoral program accreditation. Fees will be prorated between pre-accreditation and accreditation for the year in which accreditation is accepted. | N/A | None – provided all pre-accreditation fee payments are current |
| Doctoral Program Annual Sustaining Accreditation Dues – Main Campus | This fee is for continuing Doctoral accreditation status at a main campus . *Annual Sustaining Dues paid by any campus are capped at \$20,000 regardless of the number of students or programs. | Due by 1 March of each subsequent year of accreditation status. | \$3,300 base + \$30 per student for a 12 month period or pro rata if < 12 months |
| Doctoral Program Annual Sustaining Accreditation Dues – Branch Campus | This fee is for continuing Doctoral accreditation status at a branch campus . Institutions with a branch campus must also pay annual sustaining dues for each branch *Annual Sustaining Dues paid by any branch campus are capped at \$20,000 regardless of the number of students or programs. | Due on 1 March of each subsequent year of accreditation status. | \$3,300 base + \$30 per student for a 12 month period or pro rata if < 12 months |

Miscellaneous Fees Schedule

| Fee | Fee Explanation | Due Date | Charges |
|--|---|--|--|
| American Arbitration Association (AAA) Fees | <ol style="list-style-type: none"> The AAA charges a fee to compensate it for the cost of providing administrative services in connection with arbitration. The fee is specified in the current schedule of fees published by the AAA. The program/institution requesting arbitration is fully responsible for payment of this fee. In addition to AAA's administrative services fee, the arbitrator is compensated at the rate specified in the current schedule published by the AAA. Other than the AAA's administrative fee, the program/institution and the Commission shall be responsible for sharing equally the costs and expenses associated with the arbitration. If, however, the Commission prevails in the arbitration, the program/institution shall be responsible for all costs associated with the claims made against the Commission. | <p>The AAA may require a deposit in advance of the hearing to cover the expense of the arbitration, including:</p> <ul style="list-style-type: none"> the arbitrator's fee, the program/institution's share of the costs of the arbitrator's fee, any other AAA arbitration administrative fees, fees accrued after the hearing within 10 business days of receipt of the billed amount. <p>A failure to timely pay any required fee will halt the arbitration proceedings.</p> | Program/institution is responsible for payment of AAA administrative services fee and any advance deposit required by AAA to cover the expense of the arbitration. The program/institution is directly invoiced by AAA for 100% of arbitration expenses. |

Miscellaneous Fees Schedule (continued)

| Fee | Fee Explanation | Due Date | Charges |
|--|--|--|--|
| Arbitration Administration Fee to ACAOM | This fee covers the administrative costs borne by the Commission in preparing the <i>Accreditation Record</i> , securing the facility for the arbitration hearing (if an in-person hearing is held), and other expenses directly related to the administration of arbitration. | Upon submission of a <i>Notice of Intent to Arbitrate</i> a Commission Action. | \$750 |
| Commission Action Appeal Fee | This fee is charged to a program/institution that Appeals certain eligible Commission Actions defined in ACAOM's <i>Commission Actions Policy</i> | Upon submission of a <i>Notice of Intent to Appeal</i> a Commission Action. | \$25,000 as a deposit on the payment of costs (refunds or additional billing apply, when appropriate) |
| Commission Action Reconsideration Fee | This fee is charged to a program/institution that requests formal reconsideration of certain Commission actions defined in ACAOM's <i>Commission Actions Policy</i> . | Upon submission of a request for <i>Reconsideration</i> of a Commission Action. Related direct costs will be billed accordingly. | \$2,500 + any related direct costs (i.e., air travel, hotel, etc.) |
| Late Payment Fee | A late payment fee is assessed on all delinquent fees beginning ten (10) days from the date the fee was due. | | 1.5% per month |
| Progress Report Review Fee | While there is no additional fee for initial Progress Reports, subsequent reports submitted addressing the initial non-compliance findings will be assessed an additional report review fee | | \$750 |
| Subsequent Report Review Fees | Reports that are returned as incomplete and subsequently resubmitted will be assessed an additional report review fee. | | \$750 |
| Interim/Focused Site Visits | Specialized site visits, which may range from a single Commission staff member to multiple site visitors and from 1 to 3 days. Additional fees may apply for multiple language programs. | The prorated fee is due upon receipt of invoice for the visit. | Fee based on nature of specific visit |

Miscellaneous Fees Schedule (continued)

| Fee | Fee Explanation | Due Date | Charges |
|--------------------------------|--|---|--|
| Substantive Change Fees | <i>Following are fees for the corresponding substantive changes.</i> | <i>Upon submission of a substantive change application.</i> | |
| | 1.1 Change of location (main campus, branch campus or additional location) | | \$2,500 |
| | 1.2 Additional location offering 50% or more of a program | Invoiced through the main campus; payment due upon receipt. | \$750 |
| | 1.3 Addition of a branch campus – includes an “additional branch campus application” review and focused site visit fee. | Invoiced through the branch campus; payment due upon receipt. | \$4,000 |
| | 1.4 Acquisition of another AOM program/institution | | \$2,500 + 2 person / 2 day focused site visit costs |
| | 1.5 Addition of a Master’s of Acupuncture Program (by an institution with an existing ACAOM accredited MAOM program) | | \$750 |
| | 1.6 Addition of an AOM program in a language other than English | | Initial fee to review application - \$750 (Additional fees may be incurred when ACAOM deems appropriate (i.e., language expert to assist site visit, document translation fees)) |
| | 1.7 Addition of a first Master’s in Oriental Medicine Program | | \$2,500 + 2 person / 2 day focused site visit costs |
| | 1.8 Addition of a new degree or credential level | | \$4,000 + comprehensive site visit costs |
| | 1.9 Change in clock hours, credit hours or program length | | \$750 |
| | 1.10 Significant departure in program objectives | | \$750 |
| | <i>1.11 Intentionally left blank</i> | | |
| | 1.12 Change in institutional mission, legal status, form of control, or ownership of institution | | Change in mission: up to \$750 ; all others: \$2,500 + 2 person / 2 day focused site visit costs |
| | 1.13 Additional permanent location to teach out another institution’s students | | \$2,500 + 2 person / 2 day focused site visit costs |
| | 1.14 Contract with an unaccredited organization offering 25% or more of a program | | \$750 |
| | 1.15 Addition of a first distance education course | | \$4,000 |
| | 1.16 Addition of an AOM-related certificate program | | \$2,500 |

Miscellaneous Fees Schedule (continued)

| Fee | Fee Explanation | Due Date | Charges |
|------------------------------------|---|---|---|
| Non-substantive change fees | <i>Following are fees for the corresponding non-substantive changes that require prior notice and review</i> | <i>Upon submission of a non-substantive change request</i> | |
| | 2.1 Additional location offering < 50% of a program | | \$750 |
| | 2.2 Significant change to facilities | | \$100 ; Changes of sufficient material impact may require a focused site visit (see above) |
| | 2.3 Significant change to an accredited AOM program | | \$100 ; Changes of sufficient material impact may require a focused site visit (see above) |
| | 2.4 Name change of institution or program | | No fee |
| | 2.5 <i>Intentionally left blank</i> | | |
| | 2.6 Bankruptcy or reorganization | | \$750 |
| | 2.7 Voluntary withdrawal of accreditation | | No fee |
| | 2.8 Ceasing operations, closing the institution, or proposing a teach-out of students | | \$750 plus applicable direct expenses |
| | 2.9 Addition of AOM-related continuing education program | | \$750 |
| | <i>Following are processing fees for corresponding non-substantive changes that require post-implementation notification</i> | <i>Upon submission of notification</i> | |
| | 3.1 External agency actions | | \$100 |
| | 3.2 Qualified or adverse statement in audited financial statement | | \$100 |
| | 3.3 Administrative leadership change(s) | | No fee |
| | 3.4 Matter that may significantly impact character or quality of institution or AOM program | | \$100 |
| | 3.5 A 20% or more increase or decrease in faculty numbers or student population | | \$100 |

Revision History

| Date Revised | Summary of Revisions | Approved By |
|--------------|--|--------------------------|
| 161212 | Comprehensive document revision and reformatting; fees updated and added; fee descriptions added and other descriptions clarified. | ACAOM Executive Director |
| 170110 | Modification of change fee items 1.16 and 2.9 | ACAOM Executive Director |
| 170615 | Modification of change fee items 1.11, 1.12 and 2.5 | ACAOM Executive Director |