



Policy Title: ACAOM Schedule of Fees and Dues

Approved By: ACAOM Commissioners

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Related Policies: [ACAOM Glossary](#); [ACAOM Notification of Change Policy](#); [ACAOM Accreditation Procedures](#); [ACAOM Branch Campus Policy](#); [ACAOM Site Visitor Policy](#); [ACAOM Commission Actions Policy](#); [ACAOM Legal Costs and Obligations](#)

References:

Responsible Official: ACAOM Executive Director

Policy Summary: This schedule outlines the Commission’s current fees, dues and other accreditation-related costs.

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I. Orientation and Eligibility Fees

Orientation Visit and Eligibility Phase Fee Schedule:

Fee	Fee Explanation	Due Date	Charges
Orientation Visit Fee	<p>Administrative fee (payable in advance) for a one-day visit by ACAOM professional staff to an institution/program to provide information about the accreditation process; the Commission's procedures, standards, and criteria; and to provide general consultative assistance.</p> <p>The institution/program will be invoiced for direct expenses incurred during the visit which typically includes airfare, transportation, lodging and meals/incidentals as defined by the IRS (www.gsa.gov/perdiem).</p>	Fee due when the orientation visit is confirmed; expenses invoiced after visit.	\$1,300 + expenses

II. Annual Sustaining Accreditation Dues and Fees (effective 1/1/2019)

Accreditation dues and fees are required for all ACAOM-accredited degree and certificate programs offered at all ACAOM-approved locations (Main campus, Branch campus, Additional location(s)).

Fee	Fee Explanation	Due Date	Charges
Primary (First) ACAOM-accredited Program Dues (currently Master level degree program)	Annual sustaining accreditation dues for the primary (first) ACAOM accredited program. Notes: This fee will be pro-rated for the year during which pre-accreditation is granted.	March 1 each year or as invoiced	\$6,950 base
Subsequent ACAOM-accredited degree programs	Annual sustaining accreditation dues for each subsequent ACAOM pre-accredited/accredited degree or certificate program. Notes: This fee will be pro-rated for the year during which pre-accreditation is granted.	March 1 each year or as invoiced	\$3,500 per degree program \$1,000 per certificate program
Headcount	This Headcount Fee is charged annually for each "unduplicated" full-time and part-time student enrolled in an ACAOM-accredited degree or certificate program between January and 31 December of the preceding calendar year.	March 1 each year or as invoiced	\$35/student

III. Other Accreditation-Related Fees

Fee	Fee Explanation	Due Date	Charges
Self-Study Report Review Fee	<p>This fee is the administrative fee for review of Self-Study Reports (SSR) for consideration of Pre-Accreditation, Initial Accreditation and Continuing Accreditation. Reports are required for Master’s programs, Professional doctoral programs and Postgraduate doctoral programs. Under certain circumstances, with pre-approval, ACAOM may allow multiple programs to be submitted in a single report.</p>	<p>Fee is due upon submission of Self-Study Reports for Pre-Accreditation, Initial Accreditation and Continuing Accreditation applications for all programs at all Main and Branch campus locations.</p>	<p>\$4,000 per report; <i>charges TBD for pre-approved multiple program reports (see fee explanation)</i></p>
Comprehensive Accreditation Site Visit Fee	<p>This is the administrative fee for an ACAOM site visit (typically conducted by a four (4) people over three (3) days) to evaluate a program/institution’s compliance with Commission standards, criteria and procedures for Pre-Accreditation, Initial Accreditation or Continuing Accreditation. Additional fees may apply for multiple program reviews, foreign language tracks, etc.</p> <p>The institution/program must pay the entire expense of the visit. Direct institutional expenses include: ACAOM’s flat rate site visit fee; travel costs for all site visitors, local hotel and local transportation costs. ACAOM will invoice all other related site visit expenses, such as transportation to and from site visitors home to originating airport, parking and baggage fees incurred.</p> <p>Site Visitor Honorarium and Meals & Incidental Expenses (M&IE) as defined by the IRS (www.gsa.gov/perdiem) are not included as direct institutional expenses. See ACAOM’s Site Visit Manual for detailed financial guidelines.</p>	<p>The flat rate site visit fee is due ACAOM within 30 days of receipt of invoice. Invoices are issued upon institution’s confirmation of site visit dates and team members.</p>	<p>\$7,600 + expenses</p>

IV. Notification of Change Fee Schedule

Whether or not a site visit is required will be determined by ACAOM at the time a change application is received. If a site visit is required, the institution/program will be assessed a **site visit fee** which varies based on the number of site visitors and the number of days involved. In addition to ACAOM's site visit fee, institutions/programs are solely responsible for all **site visit expenses**: (1) site visitor transportation: (a) travel to/from site visitors' homes to the originating carrier - airport, train station, etc., (b) air, bus, metro, rail fare, (c) local travel -taxi, Uber, Lyft, etc., (2) lodging costs, (3) parking, and (4) baggage fees. Site Visitor *Honorarium* and "Meals & Incidental Expenses" (M&IE) as determined by the IRS (www.gsa.gov/perdiem) are paid by ACAOM from the site visit fee.

1. Substantive Change Fees and Expenses

Sub-Change	Substantive Change Description	Due Date	Fee
1.01	Change of location (main campus, branch campus or additional location)	Due upon submission	\$2,500
1.02	Establishing an additional location	Due upon submission	\$750
1.03	Establishing a branch campus – includes an "additional branch campus application" review and focused site visit fee.	Due upon submission	\$4,000
1.04	Acquisition of another AOM program/institution	Due upon submission	\$2,500
1.05	Addition of a Master's of Acupuncture Program (by an institution with an existing ACAOM accredited MOM program)	Due upon submission	\$750
1.06	Addition of a first Master's in Oriental Medicine Program (by an institution with an existing ACAOM accredited MAc program)	Due upon submission	\$2,500
1.07	Addition of an AOM program in a language other than English – Chinese (Mandarin) or Korean	Due upon submission	Initial fee to review application - \$750 Additional fees may be incurred (i.e., language expert to assist site visit, document translation fees)
1.08	Addition of an AOM doctoral degree program (DAOM or PD)	Due upon submission	Initial fee to review application for approval to admit students - \$4,000 . Note: post approval, accreditation-related fees apply.
1.09	Change in clock hours, credit hours or program length	Due upon submission	\$750
1.10	Significant departure in program objectives	Due upon submission	\$750
1.11	Change in institutional mission, legal status, form of control, or ownership of institution	Due upon submission	Change in mission: up to \$750 ; all others: \$2,500
1.12	A decision to cease operations, close an institution, close a branch campus, close an additional location, close a program and/ or propose a teach-out to students	Due upon submission	\$750 ;
1.13	Additional permanent location to teach out another institution's students	Due upon submission	\$2,500
1.14	Contract with an unaccredited organization offering 25% or more of a program	Due upon submission	\$750
1.15	Addition of the first AOM-related distance education course or course(s)	Due upon submission	\$4,000 – First Application. \$750 all additional applications
1.16	Addition of an AOM-related certificate program	Due upon submission	\$2,500

2. Non-Substantive Change Fees Requiring Prior Notice and Review

Change	Description of Non-Substantive Changes Requiring Prior Notice and Review	Due Date	Fee
2.01	Significant change to facilities	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
2.02	Significant change to an accredited AOM program	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
2.03	Name change of institution or program	Due upon submission	\$100
2.04	Bankruptcy or reorganization	Due upon submission	\$750 ; Changes of sufficient material impact may require a focused site visit
2.05	Voluntary withdrawal of accreditation	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
2.06	Suspending matriculation of a new student cohort	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit

3. Non-Substantive Change Fees Requiring Timely Post-Implementation Notification

Change	Description of Non-Substantive Changes Requiring Timely Post-Implementation Notification	Due Date	Fee
3.01	External agency actions	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
3.02	Qualified or adverse statement in audited financial statement	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
3.03	Administrative leadership change(s)		No Fee – However, changes of sufficient material impact may require a focused site visit with associated fees
3.04	Matter that may significantly impact character or quality of institution or AOM program	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
3.05	A 20% or more increase or decrease in faculty numbers or student population	Due upon submission	\$100 ; Changes of sufficient material impact may require a focused site visit
3.06	Destruction of a main or branch campus institution or a significant part of the same		No Fee ; Changes of sufficient material impact may require a focused site visit

V. Miscellaneous Fees Schedule

Activity	Description	Due Date	Fee
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 for arbitration. The fee is specified in the current schedule of fees published by the AAA. The institution/program requesting arbitration is solely 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 to pay ACAOM for all reasonable costs incurred by the Commission including staff time, arbitrator expenses, attorneys' fees, and all other related expenses incurred in the preparation for, prosecution of or response to the arbitration action ("Arbitration Costs"). 	<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>	Institution/program is responsible for payment of AAA's 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 relevant expenses.
Arbitration Administration Fee to ACAOM	The "Arbitration Administration" fee covers 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 <u>administration</u> of arbitration.	Upon submission of a <i>Notice of Intent to Arbitrate</i> a Commission Action.	\$5000 (non-refundable)
Commission Action-Appeal Fee	This fee is charged to an institution/program that Appeals eligible Commission Actions defined in ACAOM's Commission Actions Policy .	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 Commission Actions Policy .	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.)
Compliance Investigation Fee	This fee is assessed when ACAOM determines there is sufficient and credible evidence that an institution / program is non-compliant with legal/regulatory requirements or ACAOM's standards/criteria/policies warranting an on-site compliance investigation (announced or unannounced).	An institution/program will be invoiced the actual cost for the necessary travel, lodging and food associated with an on-site compliance investigation	TBD based on actual expenses incurred.
Expedited Review Fee	This fee is assessed when institutions request an expedited review that is granted by ACAOM.	Upon submission	\$500
Interim and Focused Site Visits	Specialized site visits, which may range from a single Commission staff member to multiple site visitors and typically from 1 to 4 days. Additional fees may apply for multiple programs, including foreign language tracks.	A prorated fee is due upon receipt of ACAOM's invoice for the visit.	Invoice based on the nature of the specific visit (# of visitors, # of days)

Late Notice Fee	A late notice fee is assessed when ACAOM staff learn of an institution's or program's failure to provide timely notification of changes as described in ACAOM's Notification of Change Policy	Based on Invoice	\$500
Late Payment Fee	A late payment fee is assessed on all delinquent fees beginning ten (10) days from the date the fee was due.	Based on Invoice	1.5% per month
Late Report Submission Fee	A late report submission fee is assessed on all reports received after the established due date.	Upon submission	\$500
Progress Report Review Fee	Progress Reports required to address non-compliance findings will be assessed a report review fee.	Upon submission	\$750
Sanction Report Review Fee	Progress Reports required for Sanctions typically require additional time to review.	Upon submission	\$1500
Supplemental and Subsequent Report Review Fee	Supplemental reports or institutional submissions that are returned as incomplete and subsequently resubmitted will be assessed an additional report review fee.	Upon submission	\$750
Translation Fee	This fee is assessed an institution/program that submits materials to ACAOM for review in a language other than English.	Institution/program will be invoiced the actual cost for translation services	TBD based on actual expenses incurred.
Waiver Request Fee	This fee is assessed a institution/program when requesting a waiver as outlined in ACAOM's <i>Waiver Request Policy</i> .	This fee must accompany a completed <i>Waiver Request Form</i> at the time of submission	\$100

VI. Late Payments

Due dates for required fees and dues are outlined above.

¹Annual dues invoices are distributed in early January each year and associated payments are due by 1 March of the same year. Institutions and programs are assessed a late fee of 1.5% per month on any unpaid balance(s) after 1 March.

Consistent with ACAOM's [Commission Actions Policy](#), ACAOM reserves the right to terminate or revoke pre-accreditation or accreditation when a program or institution fails to timely submit required reports or to timely pay required and uncontested fees and dues within the time limit set by the Commission.

Revision History

Date Revised	Summary of Revisions	Approved By
July 2012	Major change in dues & fees structure and pricing	Commission
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
171114	Progress Report fee modification and footnote added to address late payments and addition of waiver request fee.	ACAOM Executive Director
180404	Revised fees to correspond to changes in ACAOMs Notification of Change Policy, ACAOM's Legal Costs and Obligations Policy and Misc. additional categories	ACAOM Executive Committee
180515	Major revision of dues and headcount fees. Removal of \$20K cap per branch. Simplification and reformatting of schedule of fees and dues.	ACAOM Executive Committee
180606	Late Report Submission Fee	ACAOM Executive Director
180914	Non-substantive revisions to due dates	ACAOM Executive Director
181205	Clarifying language on site visits added to IV. Not. of Change Fee Schedule	ACAOM Executive Director