

**Accreditation Commission for Homeopathic Education in North America
ACHENA**

**Accreditation Fee Schedule
Effective 2/22/2011**

Fees

The following fees apply to applicants and accredited institutions/programs. All fees are to be paid by check, made out to ACHENA. Once submitted, fees are non-refundable.

Late Fees

Failure to submit reports, fees and any other required materials to the Commission by the scheduled due date will result in a late fee of \$300 being assessed. An additional \$300 will be assessed for each thirty day (30) period beyond the scheduled due date for any item(s) not received by the Commission. Failure to submit reports, fees and other required materials in a timely manner can be referred to the Commission for further action.

An institution or a program that has been granted an extension to submit materials is still subject to the late fee assessments. All late fees must be paid at the time that the late materials are submitted to the Commission in order for the materials to be accepted.

Accreditation Training Fees

One representative from each main and branch campus location applying for initial or renewal of accreditation must attend an ACHENA Accreditation Training Workshop within six months before the date of their Self Study Report submission. Institutions or programs applying for substantive change must have attended an Accreditation Workshop in the 12 months prior to submitting an application for substantive change.

Accreditation Training Workshop Fee: \$250 per attendee from the institution or program

Accreditation Training Workshop Fee: \$500 per Consultant

ACHENA will hold workshops throughout the year at various locations throughout the country, telephonically or via webcast. If your institution or program would like to schedule an Accreditation Workshop or a workshop on a specific subject to be held at your location, please contact the ACHENA offices for further information.

Accreditation Fees-Institutional or Programmatic

Initial Accreditation Fee

Main Campus: \$1200

Branch Campus: \$600 per physical location

Auxiliary Classroom: \$300 per physical location

Renewal of Accreditation Fee (3-5 year cycle at discretion of ACHENA)

Main Campus: \$1000

Branch Campus: \$500 per physical location

Auxiliary Classrooms: \$250 per physical location

Peer Review/On-Site Visit Fees-Initial and Renewal of Accreditation

Main Campus: \$3000-\$4500 (based on \$1500 per reviewer with minimum of 2 reviewers)

Branch Campus: \$3000-\$4500 per physical location

Auxiliary Classroom: \$3000 per physical location

Application Fees are due at the time of the application submission and Peer Review fees are due at the time that the Self Study Report is submitted.

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Processing Fees-Applications Requiring an On-Site Visit

(The cost of the on-site visit fee is included in the application fee based on \$1500 per reviewer)

Application for the Addition of a Branch Campus: \$2500

Application for the Addition of an Auxiliary Classroom: \$2000

Application for Change of Location: \$1750 per physical location

Application for Change of Ownership: \$2500 per physical location

Application for Change to Institutional Accreditation: \$2500 per physical location

Application for the Addition of a Degree Program: \$2500 per physical location

Application for the Addition of a Doctoral Program: \$4500

Application for the Addition of Distance Education: \$2500 per physical location

Application for Substantive Change of a Program: \$1750 per physical location

(Substantive Change is a change to the currently approved program that is greater than 25% of the total clock hours or credits)

Processing Fees-Applications Not Requiring a Visit

Application for the Institution's Change of Name: \$300 per physical location

Application for the Addition of a Non-Degree Program: \$300 per physical location

Application for the Change from Clock Hours to Credits: \$300 per physical location

Application for the Change from Credits to Clock Hours: \$300 per physical location

Application for Change to Programmatic Accreditation: \$300 per physical location

Application for the Change of Mission or Objectives: \$ 300 per physical location

Other Fees

Commission Directed or Unannounced Visit: \$0-\$1750 (as determined by the Commission)

Appeal of a Commission Decision: \$2000

Request to Reschedule a Confirmed On-Site Visit: \$2000

Yearly Dues

Institutional Accreditation

Sustaining fees are calculated individually based on the revenue at each Main Campus and Branch Campus and are paid annually by March 1 of each year.

Gross Revenue	Sustaining Fees
\$0-\$999,999	\$1000 + .0028 x the amount over \$200,000
\$1,000,000-\$2,999,999	\$3000 + .0010 x the amount over \$1,000,000
\$3,000,000 and over	\$5000 + .0015 x the amount over \$3,000,000

Programmatic Accreditation

Sustaining fees for programs within larger institutions are calculated based on student enrollment for each Main Campus and Branch Campus and are to be paid annually by March 1 of each year.

\$1000 for each physical location + \$15 per enrolled student that started in the prior calendar year.

Prorating Sustaining Fees

Institutions and programs that receive accreditation or are approved after January 1 will pay sustaining fees on a prorated basis for the remainder of ACHENA's fiscal year in accordance with the above calculations.