

Dues Schedule for 2008-2009

The following dues and fees are provided for your information only. **DO NOT** send payment to the Commission based on these schedules. The Commission will bill your institution, and payment should be made at that time.

For more information about dues and fees, refer to the Commission's Web site at <www.ncahlc.org>. If you have questions, you can contact us through the Commission's Web site, write to Michael Seuring, CFO and Controller, The Higher Learning Commission, or send email to <mseuring@hlcommission.org>.

Membership Dues for 2008-2009

Table for Computing Institutional Dues

Total Institutional FTE ¹	Base Dues	+ FTE Dues	= Subtotal	+ Degree Site Dues ²	Mark Fee	Subtotal + Site Dues = TOTAL ³
0 - 499	\$885	+ \$1.76 per FTE		+\$25 x W	\$100	
500 - 1,999	\$1,765	+ \$.88 per FTE above 499		+\$35 x W	\$100	
2,000 - 4,999	\$3,250	+ \$.45 per FTE above 1,999	SAMPLE DO NOT USE	+\$45 x W	\$100	SAMPLE DO NOT USE
5,000 - 9,999	\$4,600	+ \$.23 per FTE above 4,999		+\$55 x W	\$100	
10,000 - 24,999	\$5,800	+ \$.13 per FTE above 9,999		+\$65 x W	\$100	
25,000 +	\$7,750	+ \$.02 per FTE above 24,999		+\$75 x W	\$100	

Dues Formula: TOTAL DUES = Base Fee + FTE Fee + Site Dues (if any) + Mark Fee

¹ To calculate your Total Institutional FTE:

- Determine the numbers of full and part-time students at all institutional locations using IPEDs definitions. Use the most recent fall data.
- Compute FTE using this formula: $FTE = (\text{number of full time students}) + (1/3 \text{ the number of part-time students})$.

² To calculate your Site Dues:

- The total number of sites (W) is determined by the formula $W = (A + B)$. The values for A and B are determined using the formulas below. Do not include your first or main campus in these calculations. However, multi-campus institutions with no home campus must count all campuses using the formula for B.

A= 1 x (Number of sites). Degree completion sites should be counted in this calculation.

B= 10 x (Number of full service campuses). A full service campus is a campus that has:

- separate physical facilities capable of supporting educational programs;
- faculty identified primarily, if not solely, with that campus; and
- full-time administrators assigned specifically to that campus

- Your **Site Dues** are then calculated by adding all **A** and **B** sites to find **W**, and then multiplying **W** by the value corresponding to your total institutional FTE in the table above.

³Maximum total dues are \$27,000.

Accreditation-Related Fee Schedule for 2008-2009*

Commission Visits

DAYS	NUMBER OF TEAM MEMBERS							
	2	3	4	5	6	7	8	9
2	\$5,100	\$6,750	\$8,400	\$10,050				
3	\$6,260	\$8,275	\$10,285	\$12,300	\$14,300	\$16,325	\$18,335	\$20,350

Comprehensive Visit Fees

Other PEAQ and AQIP Visit Fees

"Cost Plus" Visit Fees

The Commission will charge a base fee for each type of visit billed on a "cost plus" basis: the base fee for a comprehensive visit is \$1,650; the base fee for a focused visit is \$1,200. Added to that base fee will be the actual costs (travel, meals, lodging, honoraria) incurred for the visit plus 17% of those actual costs.

Fees for the Academic Quality Improvement Program (AQIP)

Type	Fee
Application	\$350
Reaffirmation Fee	\$500
Annual Update of Action Project	\$175 per update
Strategy Forum	\$4,200 per team of six
	\$700 per additional team member
	\$475 one day board member package
Systems Appraisal	\$6,000
AQIP Check Up Visit	See other PEAQ and AQIP Visit Fees
Vital Focus	\$8,000 Standard Package
AQIP Examiner	\$650 (+ \$100 for data set)

Eligibility Process Fees

Step One – Initial Interview	\$2,000
Step Two – Submit Letter of Intent	\$2,000
Step Three – Filing the Preliminary Information Form	\$2,000

Change Process Fees

Evaluators Panel	\$650
Staff Recommended Change	\$650
AQIP Review Panel	\$650
Staff Action	\$300

Campus Visit Fees

Staff Campus Visit	\$550
Site Confirmation Visit	\$550

Fees Related to Denial or Withdrawal of Status

Appeal Process Deposit	\$6,000
Board Hearing Process	\$4,000

* Subject to change. See FY2009-2010 Fee Schedule for details.