



Middle States Commission on Higher Education

3624 Market Street, Philadelphia, PA 19104-2680. Tel: 267-284-5000. www.msche.org

Policy

Schedule of Dues and Fees

(Effective Date: July 1, 2017)

Contents

- I. Purpose
- II. Statement of Policy
- III. Annual Dues for the Academic Year 2017-18
- IV. Fees
- V. Travel Expenses
- VI. Evaluation Team Associates
- VII. International Fee Schedule

I. Purpose

The purpose of this policy is to outline how the agency sets and collects the dues and fees of membership in the Middle States Commission on Higher Education (the Commission).

II. Statement of Policy

Two sources of the Commission's financial support are annual membership dues paid by accredited and candidate institutions of higher education in the Middle States region and fees for accreditation related expenses. All applicant, candidate and accredited institutions shall pay dues and fees in accordance with the schedule established and approved by the Commission. Failure to submit dues within 12 months of the billing date is considered to be a voluntary lapse of accreditation (see [Accreditation Actions](#)). All dues and fees are payable to the **Middle States Commission on Higher Education**.

All Commission representatives (peer evaluators, volunteers, chairs, team members, consultants, Commissioners, and staff) are reimbursed by the Commission upon presentation of vouchers and receipts. Direct financial transactions between evaluators and host institutions are not permitted.

III. Annual Dues for the Academic Year 2017-18 (effective July 1, 2017)

Member and candidate institutions are billed for annual dues on the basis of (1) the total educational and general (E&G) expenditures reported on the institution's most recent annual Institutional Profile, (2) annual site dues for each branch campus, and (3) annual site dues for each additional location with more than 500 students. [Note: Definitions of these types of sites are provided below.]

To calculate an institution's annual dues, find the appropriate range for E&G from Columns 2 and 3 in the table below. The amount shown in Column 4 represents the base dues. Find the difference between the institution's actual E&G and the minimum E&G for that range. Multiply that amount by the "incremental dues per \$ of E&G" in Column 6, and add this amount to the base dues. Finally, add \$370 for each of the first 10 branch campuses and additional locations with more than 500 students. Add \$185 for each of the next 10 branch campuses and additional locations with more than 500 students. Add \$65 for each of the other branch campuses and \$65 for each additional location with more than 500 students.

Column 1	Column 2	Column3	Column 4	Column 5	Column 6
					FY17
					Incremental
	Lower	Upper	FY17	FY17	Dues
Range	E&G	E&G	Base	Maximum	Per \$
Number	Range	Range	Dues	Dues	of E&G
1	\$0	\$4,199,999	\$1,575	\$1,575	\$0.00000000
2	\$4,200,000	\$7,999,999	\$1,830	\$2,105	\$0.00006579
3	\$8,000,000	\$11,999,999	\$2,105	\$3,235	\$0.00026875
4	\$12,000,000	\$15,999,999	\$3,235	\$4,655	\$0.00033875
5	\$16,000,000	\$19,999,999	\$4,655	\$5,860	\$0.00028625
6	\$20,000,000	\$23,999,999	\$5,860	\$7,210	\$0.00032125
7	\$24,000,000	\$29,999,999	\$7210	\$8,790	\$0.00025083
8	\$30,000,000	\$35,299,999	\$8,790	\$10,670	\$0.00033774
9	\$35,300,000	\$41,999,999	\$10,670	\$11,530	\$0.00012239
10	\$42,000,000	\$65,999,999	\$11,530	\$11,790	\$0.00001042
11	\$66,000,000	\$99,999,999	\$11,790	\$11,980	\$0.00000529
12	\$100,000,000	\$199,999,999	\$11,980	\$15,005	\$0.00002880
13	\$200,000,000	\$499,999,999	\$15,005	\$18,025	\$0.00000958
14	\$500,000,000	\$999,999,999	\$18,025	\$21,025	\$0.00000572
15	\$1,000,000,000	\$1,499,999,999	\$21,025	\$24,030	\$0.00000572
16	\$1,500,000,000	\$1,999,999,999	\$24,030	\$27,040	\$0.00000573
17	\$2,000,000,000	\$2,499,999,999	\$27,040	\$30,040	\$0.00000572
18	\$2,500,000,000	\$5,000,000,000	\$30,040	\$31,500	\$0.00000056

Site Definitions:

Branch Campus: A branch campus is a domestic or international location of an institution that is geographically apart, independent of the primary/main campus. The branch campus is considered independent of the main campus if it is permanent in nature; offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority. (34 CFR §600.2)

Additional Location: An additional location is a domestic or international location, other than a branch campus or other instructional site, that is geographically apart from the primary/main campus and at which the institution offers at least 50 percent of the requirements of an educational program. (34 CFR §602.22)

Other Instructional Site: MSCHE defines an other instructional site as any off-campus site, other than those meeting the definition of a branch campus or an additional location, at which the institution offers one or more courses for credit.

IV. Fees

Fees are based on expenses related to accreditation activities, including review and decision-making.

A. *Applicant Institutions and Candidates for Accreditation* (effective July 1, 2017) (See the section “International Fee Schedule” for the comparable fees for international institutions)

(1) Information Session. A meeting is required between institutional leaders and a Commission staff liaison to discuss the status and circumstances of the institution and to help the institution decide if it is ready to submit an application. The session is also an opportunity to discuss any questions and to clarify Commission procedures and expectations.

Fee: \$1,050 (plus lodging and travel-related costs for Commission staff if the meeting takes place outside the Commission offices).

(2) Application for Candidate Status. Institutions interested in MSCHE accreditation apply for candidate for accreditation status, not for accreditation itself. In order to be granted candidate status, the institution must provide evidence and analysis demonstrating beyond doubt that it currently meets or has the potential to meet all of the Commission’s standards for accreditation and requirements of affiliation. The first step in the process is the submission of required application materials (including an Accreditation Readiness Report) by the institution and review of those materials by a Commission staff liaison. See the publication *Becoming Accredited*.

Fee: \$10,500 (Fee to be submitted with the required application materials. Subsequent re-applications each require a fee of \$10,500.)

(3) Commission Liaison Visit. After the Commission determines that the required application materials are acceptable, the Commission staff liaison, in consultation with the institution, sets a date for the Commission Liaison Visit to the institution. The purpose of the visit is to review and discuss the information in the required application materials and to verify that the institution is ready to continue the accreditation process.

Fee: \$5,250, plus lodging and travel-related costs for Commission staff.

(4) Applicant Assessment Team Visit. An Applicant Assessment Team visits the institution to determine if the institution is ready to be granted Candidate status.

Fee: \$7,875, plus lodging and travel-related costs for all team members and (if applicable) Commission staff, and a stipend of \$150 for the team chair(s) and \$50 for other team members.

(5) Candidate Progress Visit. The candidate institution may prepare one or more Accreditation Readiness Reports on a schedule set by the Commission. The Commission may direct a Candidate Progress Visit after the submission of a written report, to determine if the institution is making adequate progress toward meeting Commission standards for accreditation and requirements of affiliation.

Fee: \$5,250, plus lodging and travel-related costs for all team members and (if applicable) Commission staff, and a stipend of \$150 for the team chair(s) and \$50 for other team members.

(6) Review of Candidate Status Team Visit. A visit by a small team is mandated by the Commission when it has reason to believe that the institution is failing to make satisfactory progress toward accreditation or if a major change has occurred since candidacy was granted. A Commission staff member may or may not accompany the team.

Fee: \$7,875, plus lodging and travel-related costs for team members and (if applicable) Commission staff, and a stipend of \$150 for the team chair(s) and \$50 for other team members.

After being granted Candidate for Accreditation Status, annual dues are assessed in accordance with the institution's educational and general (E&G) expenditures as reported by the institution on its annual Institutional Profile. (See section III: Annual Dues)

B. Self-Study Evaluation Costs

The direct cost of a self-study evaluation includes the following items [excluding charges billed by a state or specialized agency to cover the expenses incurred by its/their representative(s)]:

(1) Deposit Against Expenses. The Commission does not require a deposit against expenses unless the visit requires foreign travel. For these visits, the Commission may invoice the institution for a deposit prior to the visit.

(2) Self-Study Preparation Visit. This visit is made by the institution's Commission staff liaison for the purposes of discussing the Self-Study design, answering questions about Commission procedures, and meeting with institutional constituencies.

Fee: \$0, plus lodging and travel-related expenses.

(3) Evaluation Team Visit. Initial accreditation or reaffirmation of accreditation.

Fees: \$6,825 for each institution (See International Fee Schedule for international institutions).

- \$790 for each branch campus and additional location (in accordance with the Commission's definition) that the team visits within the Middle States region. The Commission's policy is to visit all branch campuses and one-third of the additional locations.
- An additional fee of \$790 (total fee of \$1,580) will be assessed if the branch campus or additional location is outside the Middle States region.
- An additional fee of \$1,575 (total fee of \$2,365) will be assessed if the branch campus or additional location is outside the United States.
 - Note: An institution will not be assessed a fee in excess of \$35,000 for visits to all branch campuses and additional locations.*
- An additional fee of \$1,315 will be assessed for each study abroad site visited. The Commission's policy is to visit at least one study abroad site if the institution's study abroad programs collectively enroll more than 200 students annually. See *Team Visits: Conducting and Hosting an Evaluation Visit*.

In addition:

- A stipend of \$325 for the team chair(s) appointed by the Commission, plus lodging and travel-related expenses for the preliminary visit and evaluation visits to the institution and for travel to the Commission's office to present the evaluation team's findings.
- A stipend of \$250 for generalist evaluators who review documents as part of a selected topics self-study and evaluation visit.
- A stipend of \$50 for out-of-pocket expenses for each team member appointed by the Commission, plus lodging and travel-related expenses.
- A stipend of \$150 for each visitor to Study Abroad sites.

Note: The institution provides single rooms and meals for Commission representatives and pays for them directly. If institutional and auditing procedures require it, the cost of lodging and meals will be paid by the Commission and reimbursed by the institution.

D. Periodic Review Report Costs

The fee covers the direct cost of a MSCHE evaluation via a Periodic Review Report (PRR), including the cost of report processing and handling, and costs associated with transportation, meals, lodging and nominal honoraria for two PRR Readers and one Finance Associate.

Fee: \$4,070

E. Follow-Up Visits and Fees

(1) Self-Study Follow-Up Visit. A Commission staff member may or may not accompany the visitor(s) appointed by the Commission.

Fee: \$2,625, plus lodging and travel-related expenses for each team member and (if applicable) Commission staff, and a stipend of \$150 for team chair(s), and \$50 for other team members.

(2) PRR Follow-Up Visit. A Commission staff member may or may not accompany the visitor(s) appointed by the Commission.

Fee: \$2,625, plus lodging and travel-related expenses for each team member and (if applicable) Commission staff, and a stipend of \$150 for team chair(s) and \$50 for other team members.

F. Substantive Change Fees

(1) Substantive Change Request. The Commission considers certain types of changes to be substantive and requires Commission review and approval prior to implementation. A fee will be assessed if a proposed institutional change is substantive and requires Commission review and action (see the *Substantive Change Policy*).

Fee: \$1,575 Basic Substantive Change.

(2) Complex Substantive Change. Any of the types of substantive change may be considered “complex” by the Commission depending on the nature of the change. Please refer to *Substantive Change Procedures* for a definition of complex substantive change. For any complex substantive change, the Commission reserves the right to assess a fee higher than the posted fee, depending on the complexity of the change.

Fees:

\$ 4,200 Complex Substantive Change.

\$ 7,875 Complex Substantive Change (requiring a consultant), plus the cost of the consultant.

\$15,750 Change of Legal Status, Form of Control, or Ownership.

(3) Substantive Change/ Complex Substantive Change Follow-Up Visit. A fee will be assessed if a proposed institutional change necessitates a follow-up visit, as required by Commission policy or the Commission’s action. A Commission staff member may or may not accompany the representative(s) appointed by the Commission.

Fee: \$2,625, plus lodging and travel-related expenses and a stipend of \$150 for team chair(s) and \$50 for other team members.

G. Other Visits or Fees

(1) Commission Liaison Guidance Visit. The Commission directs a “Commission Liaison Guidance Visit” when it has reason to believe that the institutional community may need additional information and guidance in order to fully understand and address the Commission’s concerns. Commission Liaison Guidance Visits are typically conducted by the Commission staff liaison, who may be accompanied by one or more Commissioners or other peer evaluators.

Fee: \$0, plus lodging and travel-related expenses for Commission representatives.

(2) Institution-requested Training/Speaking Visit. A visit to an institution by Commission staff, at the request of the institution, to provide guidance specifically tailored to the institution in areas such as (but not limited to) accreditation, outcomes assessment, substantive change, or distance education.

Fee: \$3,675 per visit (depending on the complexity and extent of the training), plus lodging and travel-related expenses for Commission staff.

(3) Institution-requested Visit. A visit to an institution by Commission staff, at the request of the institution, to provide guidance in areas such as (but not limited to) accreditation, outcomes assessment, substantive change, or distance education.

Fee: \$3,150, plus lodging and travel-related expenses for Commission staff.

V. Travel Expenses

Institutions pay for the travel expenses of all individuals representing the Commission, in accordance with the Commission's procedures, *Travel Expenses*. This includes travel expenses incurred while visiting the institution or site, including meals, lodging, and other incidental expenses such as tips. International institutions and those with international locations should note that the Commission allows visitors to fly business class to international locations under certain circumstances, as described in *Travel Expenses*.

Institutions should not reimburse Commission representatives directly. Institutions may arrange and pay directly for flights, local ground transportation, local lodging, and local meals in consultation with Commission representatives. Otherwise, immediately after a visit, Commission representatives use an expense voucher to report to the Commission all expenses associated with the visit that are not billed directly to the institution, including travel costs, meals, lodging, and associated expenses. The Commission reimburses representatives and submits an invoice to the institution.

VI. Evaluation Team Associate

The Commission extends to its members the opportunity for professional development through participation on a Middle States evaluation team. The Commission may appoint one associate to accompany an evaluation team, provided that the institution to be visited and the team chair agree. The Commission will not assess a fee on the Associate's institution, and the Commission will credit to the institution being visited \$400 against expenses incurred by the evaluation team. The Associate is responsible for lodging and travel costs (including incidental travel costs) to and from the evaluation site. See Commission guidelines *Evaluation Team Associates*.

VII. International Fee Schedule

The Commission has established separate fees for international institutions for the activities listed in the table below. For all other activities, the Commission will assess the same fees for domestic and international institutions in accordance with this policy. International institutions are those institutions whose primary instructional site is located outside the United States, Puerto Rico, and the U.S. Virgin Islands.

<u>Activity</u>	<u>International Fee</u>
Candidates for Accreditation	
Information Session	\$1,050
Application for Candidate Status	\$15,750*
Commission Liaison Visit	\$10,500
Application Assessment Team Visit	\$15,750
Candidate Progress Visit	\$10,500
Review of Candidate Status Team Visit	\$11,815
Evaluation Team Visit	\$13,650
Follow-Up Visits (Self-Study, PRR, Substantive Change)	\$5,250
Institution Requested Visit	\$6,300
Institution Requested Training Visit	\$7,350

The Commission may, at its discretion, adjust the stipend for chairs, co-chairs, evaluators, and consultants participating in an international visit.

Higher (per day) fees may be assessed for international travel that requires additional time due to multi-day travel to and from the institution.

* Each subsequent re-application requires an additional fee of \$15,750.

Number: P1.8

Version: 061217

Effective Date: July 1, 2017. This policy supercedes all previous versions.

Previously Issued:

Approved/Created:

Revisions: (1/22/91; 7/22/94; 9/22/95; 5/15/96; 7/29/97; 5/12/98; 2/29/99; 6/1/01; 7/1/02; 9/3/02; 8/14/03; 11/20/03; 06/23/04; 8/7/06; 10/26/07; 2/26/08; 6/26/08; 4/23/09; 6/2/09; 6/15/09; 11/30/09; 7/1/10; 9/28/10; 4/1/11; 3/19/12; 4/1/12; 7/27/12; 7/1/13; 7/1/14; 9/1/14; 7/1/15; 7/1/16; 7/1/17)

Related Documents: *Substantive Change Policy; Substantive Change Procedures; Travel Expenses; Evaluation Team Associates; Institutions Located Outside the United States; International Travel by Commission Staff and Volunteers.*

J:\Policies & Guidelines\Dues and Fees (P1.8)\2017\DuesFees 061217 (track changes).doc