



Dues and Fees Procedures 2018-19

Effective Date: July 1, 2018 – June 30, 2019

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I. Purpose

The Middle States Commission on Higher Education (herein after MSCHE or the Commission) seeks to ensure that it has clear policy and procedures for how the Commission sets and collects dues and fees from its membership.

II. Procedures for Annual Membership Dues

The Commission will assess annual membership dues on the basis of (A) the total Educational and General (E&G) expenditures reported by the institution (B) site dues for each branch campus, and (C) site dues for each additional location with more than 500 students.

A. Calculation of Annual Membership Dues

To calculate annual membership 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.

Table with 6 columns: Column 1 (Range Number), Column 2 (Lower E&G Range), Column 3 (Upper E&G Range), Column 4 (FY19 Base Dues), Column 5 (FY19 Maximum Dues), Column 6 (FY19 Incremental Dues Per \$ of E&G). Rows 1-9.

10	\$42,000,000	\$65,999,999	\$12,105	\$12,380	\$0.000011250
11	\$66,000,000	\$99,999,999	\$12,380	\$12,580	\$0.000005882
12	\$100,000,000	\$199,999,999	\$12,580	\$15,755	\$0.000031750
13	\$200,000,000	\$499,999,999	\$15,755	\$18,925	\$0.000010567
14	\$500,000,000	\$999,999,999	\$18,925	\$22,080	\$0.000006300
15	\$1,000,000,000	\$1,499,999,999	\$22,080	\$25,250	\$0.000006320
16	\$1,500,000,000	\$1,999,999,999	\$25,230	\$28,390	\$0.000006320
17	\$2,000,000,000	\$2,499,999,999	\$28,390	\$31,545	\$0.000006300
18	\$2,500,000,000	\$5,000,000,000	\$31,545	\$33,075	\$0.000000612

B. Calculation of Site Dues for Branch Campuses

To calculate annual site dues for branch campuses, add \$390 for each of the first 10 branch campuses, add \$195 for each of the next 10 branch campuses, and add \$70 for each of the remaining branch campuses.

C. Calculation of Site Dues for Additional Locations

To calculate annual site dues for additional locations, add \$390 for the first 10 additional locations with more than 500 students, add \$195 for each of the next 10 additional locations with more than 500 students, and add \$70 for each of the remaining additional locations with more than 500 students.

D. Billing Cycle and Payment Due Date

The Commission will invoice accredited and candidate institutions for membership dues on an annual basis at the beginning of the fiscal year. The invoice is sent to the chief executive officer of the institution. All dues are payable to the *Middle States Commission on Higher Education*. The full amount of the invoice is due upon receipt and future changes in accreditation status do not alter the amount that is due.

Institutions that fail to pay dues or fees within 12 months of the billing date are not in good standing with the Commission and may be subject to limitations on membership rights and privileges.

III. Procedures for Fees for Accreditation Related Services

The Commission has established fees for accreditation related services. Institutions are responsible for the established fee, travel expenses for Commission representatives conducting a visit, and honoraria for each peer evaluator as applicable. The Commission reserves the right to adjust honoraria. The Commission will invoice institutions for fees associated with accreditation activities.

In accordance with Commission's *Travel Policy*, direct financial transactions between host institutions and peer evaluators are not permitted. Institutions should not reimburse Commission representatives directly. See also the Commission's *Travel Procedures*.

The Commission has established heightened fees for accreditation activities that require international travel, whether the institution is considered domestic or international. If an international fee is not indicated, the Commission will assess the same fees for domestic and international institutions in accordance with this schedule.

A. Application and Candidate Status

The Commission has established the range of fees for the review of application and candidacy status as listed in the table below. The applicant or Candidate institution is responsible for the established fees, travel expenses, and the honoraria for the team chair (\$150) and each team member (\$50). The applicant institution must submit the application fee upon submission of application materials. Subsequent re-applications each require resubmission of the listed fee. The Commission will invoice the institution.

	Domestic Fee	International Fee
Applicant Information Session	\$1,105	
Application for Candidate Status	\$11,025	\$16,540
Applicant Commission Liaison Visit	\$5,515 + travel expenses for Staff	\$11,030 + travel expenses for Staff
Applicant Assessment Team Visit	\$8,270 + travel expenses + honoraria	\$16,540 + travel expenses + honoraria
Candidate Progress Visit	\$5,515 + travel expenses + honoraria	\$11,030 + travel expenses + honoraria
Review of Candidate Status Team Visit	\$8,270 + travel expenses + honoraria	\$12,405 + travel expenses + honoraria

B. Self-Study Evaluation

The Commission has established the range of fees for the self-study evaluation as listed in the table below. The institution is responsible for the established fees, travel expenses, and honoraria for the team chair (\$325) and each team member (\$50). The institution is also responsible for self-study site visit fees to all active branch campuses and 1/3 of active additional locations that are visited as part of the self-study evaluation, travel expenses and honoraria for peer evaluators who conduct a site visit (team chair \$150 or team member \$50). An institution will not be assessed a fee in excess of \$35,000 for self-study site visit fees. The Commission will send multiple invoices to the institution.

	Domestic Fee	International Fee
Self-Study Preparation Visit	\$0 + travel expenses for Staff	
Chair’s Preliminary Visit	\$0 + travel expenses	
Self Study Evaluation Fee	\$7,165	\$14,330
Self-Study On-Site Evaluation Visit	\$0 + travel expenses + honoraria	
Self Study Site Visit Fees		
Each visited branch campus and additional location within the Middle States region	\$830 + travel expenses + honoraria	
Each visited branch campus and additional location outside the Middle States region	\$1,660 + travel expenses + honoraria	

Each visited branch campus and additional location outside the U.S.		\$2,485 + travel expenses + honoraria
Chair's Report to Committee	travel expenses + honoraria	
Honoraria Team Chair(s) Team Members *The Commission may adjust honoraria	\$325* \$50*	

C. Mid-Point Peer Review (MPPR)

The Commission has established the fee for the mid-point peer review (MPPR) as indicated in the table below. The institution is responsible for the established fee and travel expenses. The Commission will invoice the institution for the fee six weeks prior to the review. The Commission will invoice the institution for travel expenses for peer evaluators once the committee meeting has occurred.

	Domestic Fee	International Fee
Mid-Point Peer Review (MPPR)	\$4,275 + travel expenses	

D. Follow-Up Reports and Visits

The Commission has established the following fees for monitoring or follow-up visits as indicated in the table below. The institution is responsible for the established fees, travel expenses, and honoraria for peer evaluators who conduct a site visit (\$150 for team chair or \$50 for team member). The Commission will invoice the institution.

	Domestic Fee	International Fee
Focused Team Visit	\$2,755 + travel expenses + honoraria	\$5,510 + travel expenses + honoraria
Follow-Up Team Visit	\$2,755 + travel expenses + honoraria	\$5,510 + travel expenses + honoraria
Show Cause Visit	\$2,755 + travel expenses + honoraria	\$5,510 + travel expenses + honoraria
Substantive Change Follow-Up Visit	\$2,755 + travel expenses + honoraria	\$5,510 + travel expenses + honoraria
Other Commission Directed Visit	\$2,755 + travel expenses + honoraria	\$5,510 + travel expenses + honoraria
Liaison Guidance Visit	\$0 + travel expenses	

E. Substantive Change Review

The Commission has established the range of fees for substantive change review as indicated in the table below. The institution is responsible for the established fees, travel expenses, and honoraria as applicable. The honoraria for peer evaluators conducting a substantive change visit is \$150 for chairs and \$50 for each team member. The honorarium for a peer evaluator reviewing a complex substantive change will range based on complexity of the review, with a minimum honorarium of \$800.

	Domestic Fee	International Fee
[Basic] Substantive Change Request Submission	\$1,655	
Substantive Change Site Visit	\$2,755 + travel expenses + honoraria	\$5,510 + travel expenses + honoraria
Complex Substantive Change Request Submission	\$8,270 + honoraria	
Complex Substantive Change-Change Request for Legal Status, Form of Control, or Ownership	\$16,540 + honoraria	
Complex Substantive Change Site Visit	\$2,755 + travel expenses	\$5,510 + travel expenses + honoraria

F. Services Provided for A Fee

The Commission has established the following fee for speaking or training services or visits by Commission staff to provide guidance specifically tailored to the institution in areas including but not limited to accreditation, outcomes assessment, substantive change, or distance education. The institution may request such services and is responsible for the fee and travel expenses for Commission staff. The Commission will invoice the institution upon completion of the visit.

	Domestic Fee	International Fee
Institution-requested Visit	\$3,860 + travel expenses for Staff	\$7,720 + travel expenses for Staff

G. Appeals Hearing Panel

The institution is responsible for the costs of an appeals hearing panel if it chooses to appeal an adverse action. Such costs include without limitation, the cost of reproducing the Record for the parties and the Hearing Panel members, any Hearing Panel copying costs, travel, accommodation, transcript, facilities and other costs, as well as the Hearing Panel’s legal fees (if any) associated with its review of an Appeal. The Commission will notify the institution that it is required to submit a deposit against expenses. The Commission will subtract the cost of the appeal and issue a refund for the excess deposit if any.

	Domestic Fee	International Fee
Appeals Hearing Panel	\$20,000 deposit (subtract cost of proceedings + travel expenses)	

V. Definitions

- A. **Commission Representative** – Any individual who represents or serves the Commission during the peer review process, including peer evaluators, Commission staff, and Commissioners.
- B. **Education & General Expenditures** – Educational and general (E&G) is a functional classification for expenses used to organize expenses in financial statements. E&G expenses include all expenses other than those for auxiliary enterprises, and are normally further categorized as instruction, research, public service, academic support, student services, institutional support, and scholarships and fellowships.
- C. **Fiscal Year** - A fiscal year (FY) is a period that MSCHE uses for accounting purposes

and to establish a schedule of dues and fees. A fiscal year may not be the same as a calendar year.

- D. **Honoraria** - A payment given for professional services that are rendered nominally without charge.
- E. **Peer Evaluator** – Any individual who evaluates an institution and proposes an accreditation action. Peer evaluator is not intended to include a Commissioner serving in an official Commissioner capacity on a committee or the Commission.
- F. **Travel Expenses** - Travel expenses are reasonable and necessary expenditures that a Commission Representative makes while traveling on official Commission business such as on-site visits. Travel expenses may include transportation, lodging, tips, meals, and other incidental expenses a Commission Representative might incur while traveling.

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Related Documents: *Substantive Change Policy; Substantive Change Procedures; Travel Policy; Travel Procedures*