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Dues and Fees Procedures 2020-21

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Contents

- I. Purpose
- II. Procedures for Annual Membership Dues
- III. Procedures for Fees for Accreditation Activities
- IV. Additional Services Provided for a Fee
- V. Discovery and Litigation Expenses
- VI. Definitions

I. Purpose

The Middle States Commission on Higher Education (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. The purpose of these procedures is to implement the Commission’s *Dues and Fees Policy* and articulate the established annual schedule of membership dues and fees for accreditation activities.

II. Procedures for Annual Membership Dues

The Commission will assess annual membership dues which are comprised of (A) annual dues, and (B) site dues.

A. Calculation of Annual Dues

Annual dues are based on the total Education and General (E&G) expenditures reported by the institution. To calculate 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.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
					FY21
	Lower	Upper	FY21	FY21	Incremental
Range	E&G	E&G	Base	Maximum	Dues
Number	Range	Range	Dues	Dues	Per \$
					of E&G
1	\$0	\$4,199,999	\$1,825	\$1,825	\$0.000000000
2	\$4,200,000	\$7,999,999	\$2,134	\$2,437	\$0.000079855
3	\$8,000,000	\$11,999,999	\$2,437	\$3,749	\$0.000327863
4	\$12,000,000	\$15,999,999	\$3,749	\$5,392	\$0.000410813
5	\$16,000,000	\$19,999,999	\$5,392	\$6,786	\$0.000348600
6	\$20,000,000	\$23,999,999	\$6,786	\$8,346	\$0.000390075
7	\$24,000,000	\$29,999,999	\$8,346	\$10,177	\$0.000305025
8	\$30,000,000	\$35,299,999	\$10,177	\$12,353	\$0.000410689

9	\$35,300,000	\$41,999,999	\$12,353	\$13,352	\$0.000149037
10	\$42,000,000	\$65,999,999	\$13,352	\$13,649	\$0.000012381
11	\$66,000,000	\$99,999,999	\$13,649	\$13,869	\$0.000006482
12	\$100,000,000	\$199,999,999	\$13,869	\$17,370	\$0.000035007
13	\$200,000,000	\$499,999,999	\$17,370	\$20,865	\$0.000011648
14	\$500,000,000	\$999,999,999	\$20,865	\$24,338	\$0.000006947
15	\$1,000,000,000	\$1,499,999,999	\$24,338	\$27,822	\$0.000006968
16	\$1,500,000,000	\$1,999,999,999	\$27,822	\$31,306	\$0.000006968
17	\$2,000,000,000	\$2,499,999,999	\$31,306	\$34,778	\$0.000006945
18	\$2,500,000,000	\$5,000,000,000	\$34,778	\$36,465	\$0.000000675

B. Calculation of Site Dues

Site dues are based on the number of branch campuses and additional locations. To calculate site dues for branch campuses, add \$500 for each branch campus. To calculate site dues for additional locations, add \$100 for each additional location. The Commission does not include other instructional sites in its calculation of site dues. Definitions of branch campus, additional location, and other instructional site are provided in Section IV. Definitions.

C. 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 Commission will send the invoice to the chief financial officer of the institution. All dues are payable to the *Middle States Commission on Higher Education*. The full amount of the invoice is due within 30 days of the invoice date. The institution is responsible for paying dues regardless of any change in accreditation status, including if the institution is implementing a teach-out plan. Planned or implemented changes in accreditation status do not alter the amount that is due for the fiscal year.

III. Procedures for Fees for Accreditation Activities

The Commission has established fees for accreditation activities which are outlined below and described in the *Accreditation Activities Guidelines*. Institutions are responsible for the established fee, reasonable and necessary travel expenses for Commission representatives, and honoraria associated with specific accreditation activities for each peer evaluator who is assigned by the Commission. The Commission will reimburse Commission representatives and then invoice the institution. Direct financial transactions between host institutions and peer evaluators are prohibited. Institutions will not reimburse Commission representatives directly.

The Commission will assess heightened fees for accreditation activities that require international travel or substantive change requests that involve an international entity or location, whether the institution is considered domestic or international.

The Commission's *Travel Policy and Procedures* contains pertinent information about the reimbursement of reasonable and necessary travel expenses incurred by peer evaluators who are assigned to an accreditation activity by the Commission. As stated in that document, individuals who accompany or observe an accreditation activity but are not assigned to a team of peer evaluators by the Commission are not entitled to reimbursement by the Commission or the institution being reviewed.

The Commission will offer honoraria to offset any personal expenses that may be incurred during an accreditation activity. Any peer evaluator that is restricted from accepting an honorarium for any reason may indicate that on the *Travel and Expense Report*. The Commission reserves the right to adjust honoraria.

A. Inquiries, Applications for Candidate for Accreditation Status, and Candidate Review

The Commission has established the range of fees for inquiries, applications for candidate for accreditation status, and review of candidacy as listed in the table below. The inquiring, applicant, or candidate institution is responsible for the established fees, as well as travel expenses and honoraria for peer evaluators conducting the visit, if any (team chair \$325 or assigned team member \$100). 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 during the application and candidate review process.

	Domestic Fee	International Fee
Pre-Applicant Inquiry Fee	\$1,050	\$1,050
Pre-Applicant On-Site Visit	\$3,000 + travel expenses + honoraria	\$3,000 + travel expenses + honoraria
Information Session	\$2,625	\$3,940
Application Commission Liaison Visit	\$6,195 + travel expenses for Staff	\$12,390 + travel expenses for Staff
Application for Candidate for Accreditation Status Fee	\$12,180	\$18,270
Applicant Assessment Site Visit Fees Each branch campus and additional location must be visited	\$2,100 + travel expenses + honoraria	\$5,250 + travel expenses + honoraria
Applicant Assessment Team Visit	\$9,240 + travel expenses + honoraria	\$18,480 + travel expenses + honoraria
Candidate Progress Visit	\$6,195 + travel expenses + honoraria	\$12,390 + travel expenses + honoraria
Candidate Show Cause Visit	\$9,240 + travel expenses + honoraria	\$13,860 + travel expenses + honoraria

B. Self-Study Evaluation and On-Site Evaluation Visit

The Commission has established the range of fees for the self-study evaluation as listed in the table below. The institution will be assessed a flat fee for the Self-Study Institute (SSI) at the beginning of the fiscal year in which the institution will attend SSI. The flat fee includes the registration fees for up to three individuals. The institution may opt to send additional attendees at its own expense. Individuals attending SSI are responsible for making all travel arrangements and hotel reservations and paying for those costs directly. The institution is responsible for the established fees, as well as travel expenses and honoraria for peer evaluators conducting the on-site evaluation visit (team chair \$325, vice chair \$200 if applicable, and each assigned team member \$100). The institution is also responsible for self-study site visit fees to all branch campuses and 1/3 of additional locations that are visited as part of the self-study evaluation, as well as travel expenses and an additional honoraria for peer evaluators who conduct the self-study site visit(s) (\$150). The Commission will invoice the institution during the self-study evaluation process.

	Domestic Fee	International Fee
Self-Study Institute (SSI)	\$2,500 +hotel accommodations	\$2,500 +hotel accommodations
Self-Study Preparation Visit	\$0 + travel expenses for Staff	\$0 + travel expenses for Staff
Chair’s Preliminary Visit	\$0 + travel expenses	\$0 + travel expenses
Self-Study Evaluation Fee	\$7,980	\$15,960 + travel expenses + honoraria
On-Site Evaluation Visit	\$0 + travel expenses + honoraria	\$0 + travel expenses + honoraria
Self-Study Site Visit Fees Each branch campus or additional location that is visited	\$2,100 + travel expenses + honoraria	\$5,250 + travel expenses + honoraria
Chair’s Report to Committee	\$0 + travel expenses	\$0 + travel expenses

C. Mid-Point Peer Review (MPPR)

The Commission has established a flat fee for the mid-point peer review (MPPR) as indicated in the table below. The institution is responsible for the established fee. The Commission will invoice the institution at the beginning of the fiscal year (July 1) in which the review will take place.

	Domestic Fee	International Fee
Mid-Point Peer Review (MPPR)	\$5,145	\$5,145

D. Ongoing Monitoring Activities

The Commission has established the following fees for ongoing monitoring activities as indicated in the table below. The institution is responsible for the established fees, as well as travel expenses and honoraria for peer evaluators conducting a visit, if any (team chair \$325 and each assigned team member \$100). The Commission will invoice the institution following the review or visit.

	Domestic Fee	International Fee
Annual Institutional Update (AIU) Including notifications in portal	\$0	\$0
Recommendations Responses	\$0	\$0
Follow-Up Reports and Visits		
Supplemental Information Report (No Visit)	\$0	\$0
Supplemental Information Report + Follow-Up Team Visit	\$3,045 + travel expenses + honoraria	\$6,090 + travel expenses + honoraria
Focused Report + Focused Team Visit	\$3,045 + travel expenses + honoraria	\$6,090 + travel expenses + honoraria

Monitoring Report + Follow-Up Team Visit	\$3,045 + travel expenses + honoraria	\$6,090 + travel expenses + honoraria
Show Cause Report + Show Cause Visit	\$5,250 + travel expenses + honoraria	\$10,500 + travel expenses + honoraria
Commission Liaison Guidance Visit	\$0 + travel expenses	\$0 + travel expenses
Out of Cycle Monitoring		
Out of Cycle Request for Information (No Visit)	\$0	\$0
Out of Cycle Supplemental Information Report/ Request for Information + Team Visit	\$3,045 + travel expenses + honoraria	\$6,090 + travel expenses + honoraria
Commission Liaison Guidance Visit	\$0 + travel expenses	\$0 + travel expenses

D. Appeals Hearing Panel Review

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 on file 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. The Commission will invoice the institution for any expenses that exceed the deposit. See the Commission’s *Appeals from Adverse Accrediting Actions Procedures*.

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

E. Teach-Out Plans and Agreements Review

The Commission has no established fees for the review of teach-out plans or agreements.

	Domestic Fee	International Fee
Teach-Out Plan	\$0	\$0
Teach-Out Agreements	\$0	\$0

F. 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, as well as travel expenses and honoraria for peer evaluators conducting the visit, if any (\$150 for chairs and \$100 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. The

Commission will invoice the institution upon submission of each individual substantive change request. See the Commission’s *Substantive Change Policy and Procedures*, the *Substantive Change Guidelines*, and the Commission’s substantive change page on its website for more information.

	Domestic Fee	International Fee
Complex Substantive Change Preliminary Form Submission	\$6,250	\$8,875
Substantive Change Request Form		
Tier I Reclassification from Additional Location to OIS Closure of Additional Location (no enrollment and/or no teach-out) Reclassification from Branch Campus to OIS	\$200	\$200
Tier II Alternative Delivery Method New Additional Location Relocation of Additional Location Reclassification to Additional Location	\$900	\$2,000
Tier III Substantial Change in Mission or Objectives Significant Departure from Existing Educational Programs Direct Assessment Programs Higher Credential Level Change in Measures of Student Progress Substantial Increase in the Number of Clock or Credit Hours Written Arrangements Domestic 25-50% Acquisition of any Additional Location of another institution Addition of permanent Additional Location for teach-out Closure of Additional Location (with teach-out) New Branch Campus Relocation of Branch Campus Reclassification to Branch Campus Closure of Branch Campus (no teach-out) Closure of Branch Campus (with teach-out) Relocation of Main Campus Reclassification to Main Campus Experimental Sites Initiatives	\$2,000	\$2,000
Tier IV Written Arrangements International Institutional Closures	\$9,000	\$9,000
Tier V Complex Substantive Changes	\$18,500	\$18,500
Required Notifications and Prior Approvals Change in Existing Program's Method of Delivery Aggregate Change of 25 Percent or More of Program Customized Pathways or Modified Programs Written Arrangements 1-24% Percent	\$200*	\$200*
Report Lower Credential Levels	\$0	\$0
Substantive Change Site Visit	\$3,000 + travel expenses + honoraria	\$3,000 + travel expenses + honoraria
Complex Substantive Change Site Visit	\$6,000 + travel expenses + honoraria	\$6,000 + travel expenses + honoraria
*The Commission will waive the fees for required notifications for the 2020-21 fiscal year. The Commission staff		

have the option to forward any of these requests that require prior approval for peer review. If peer review is required, the established fee applies and it will not be waived.

IV. Additional Services Provided for A Fee

The Commission has established the following fees 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
Workshop Requested by Institution	Fee determined based on request	Fee determined based on request
Webinar Requested by Institution	Fee determined based on request	Fee determined based on request
Institution-Requested Visit	\$4,305 + travel expenses	\$8,610 + travel expenses

V. Discovery and Litigation Expenses

If a subpoena or court order is sought by a third party, the Commission will fulfill discovery requests in accordance with the Commission’s *Maintenance and Retention of Commission Records Policy and Procedures*. The Commission may, at its discretion, attempt to recover the costs related to the fulfillment of discovery requests including but not limited to copying, delivery, and staff time, if the member or third party serving the subpoena or document requests does not offer advance reimbursement.

If an institution commences litigation against the Middle States Commission on Higher Education, and the institution either withdraws or loses its case, then the institution will be responsible to pay all MSCHE expenses and damages related to the litigation, including but not limited to reasonable attorney fees, staff time, and all discovery costs. The Commission will not be entitled to recover costs if judgment is entered for the institution and against the Commission. To the extent permitted by law, if the Commission is named to litigation initiated by a third-party but relating to activities or omissions of an institution, the institution will be responsible for the payment of all litigation expenses of the Commission, including but not limited to reasonable attorney fees, staff time, and discovery costs.

VI. Definitions

The following definitions are used in this policy and/or procedures:

- A. Accreditation activity.** All activities including but not limited to reviews, reports, on-site visits conducted by Commission representatives related to the institution’s accreditation phase, accreditation status, or scope of accreditation occurring throughout the accreditation review cycle and during monitoring activities for an applicant or member institution.

- A. Additional location.** A domestic or international facility or location that is geographically apart from the main campus and at which the institution offers at least 50 percent of the requirements of an educational program. As required by federal regulation *34 CFR § 602.24(f)(1-3)*, the Commission utilizes the federal definition of additional location found in *34 CFR § 600.2*.

- B. Branch campus.** A domestic or international facility or location of an institution that is geographically apart from the main campus, at which the institution offers at least 50 percent of the requirements of an educational program, and which is independent of the main campus. The branch campus is considered to be independent of the main campus if it is permanent in nature; offers credit bearing or title IV eligible 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. As required by federal regulation *34 CFR § 602.24(f)(1-3)*, the Commission utilizes the federal definition of branch campus found in *34 CFR § 600.2*.
- C. Commission representative.** Any individual who represents or serves the Commission including but not limited to assigned peer evaluators, Commission staff, and Commissioners.
- D. Education & General Expenditures.** Educational and general (E&G) is a functional classification used to organize expenses in financial statements. E&G expenses include all expenses that are normally categorized as instruction, research, public service, academic support, student services, institutional support, and scholarships and fellowships. E&G expenses do not include auxiliary enterprises, hospital services, and independent operations.
- E. Fiscal year.** A time 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. The Commission's fiscal year may not match the fiscal year of an individual institution.
- F. Honoraria.** A payment given for professional services that are rendered nominally without charge.
- G. Institutional record.** The compilation of all materials and data the Commission has on file related to the applicant, candidate, or accredited institution, including but not limited to all accreditation materials related to any accreditation activity, the record on file and transcripts for any proceeding, complaints, and any information or documents related to the institution collected by the Commission or received from external sources such as the government or other quality assurance agencies as part of ongoing monitoring activities.
- H. Other Instructional Site (OIS).** 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 credit-bearing or title IV eligible courses.
- I. Peer evaluator.** An individual who is selected and assigned to an accreditation activity by the Commission staff. This individual is part of the multi-level accreditation decision-making process and will participate in the proposal of an accreditation action. Peer evaluator is not intended to include a Commissioner serving in an official Commissioner capacity on a committee or the Commission. Peer evaluator is not intended to include an assistant or any other observer of an accreditation activity.
- J. Travel expenses.** Travel expenses are reasonable and necessary expenditures that a Commission Representative incurs while traveling on official Commission business which

can include transportation, lodging, gratuity/tips, meals, and other incidental expenses directly related to the travel event.

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Related Documents: *Accreditation Activities Guidelines; Appeals from Adverse Accrediting Actions Procedures; Discovery Requests and Litigation Expense; Dues and Fees Policy; Substantive Change Policy; Substantive Change Procedures; Complex Substantive Change Procedures; Travel Policy; Travel Procedures*