



# Sustaining Fees

---

# Instructions

## 2024

### What's inside?

- 1. 2024 Worksheet and Process Overview ..... Page 2
- 2. Explanation of fees ..... Page 2
- 3. Instructions for Calculating and Paying Fees ..... Page 3
- 4. Sustaining Fees Calculation – Single Sites ..... Page 4
- 5. Sustaining Fees Calculation – Multisites ..... Page 5
- 6. Instructions for Submitting the Online Form..... Page 8
- 7. Sample Calculations..... Page 10

Important note: CEA will host a webinar on December 11, 2023, to review the Annual Report package requirements and CEA Annual Report Portal. Anyone with access to the site record can see all parts of the site record. The webinar recording will be published at [www.cea-accredit.org/resources](http://www.cea-accredit.org/resources) as well as dates and registration information for additional training sessions.

## **1. 2024 Worksheet and Process Overview**

The 2024 process is completed through the [CEA Annual Report Portal](#). Student weeks numbers will be submitted through the Sustaining Fees section. Note that the Sustaining Fees section must be completed \*prior to\* the Annual Review section.

- One entry for student weeks needs to be made for each accredited site.
- Each accredited site, including those in a multisite system, will make an entry for the student weeks at the site.
- Each site will submit the online form to CEA utilizing the Student Weeks section of the CEA Annual Report Portal.
- CEA will verify that the calculations are correctly done and then issue an invoice. The invoice will include payment instructions and all available payment methods.
- Student weeks calculation worksheets are available on the CEA Resources page for your reference and will not be uploaded to CEA.

Important note: Student week numbers must be submitted no later than February 15, 2024.

## **2. Explanation of Fees**

Each accredited site must pay an annual sustaining fee to CEA.

Sustaining fees for the designated year (2024) are based on enrollment from January to December of the previous year (2023).

- Each accredited site, including those in a multisite system, pays a base fee plus an additional amount calculated on the sum of student weeks for all full-time and part-time enrolled students.
- The additional amount calculated for student weeks is at a rate of \$.55 per student per week for full-time students, and half of that for part-time students.
- Single sites and multisite systems follow slightly different formulas to arrive at the sustaining fee due.
  - For single sites, the base fee is \$1,700, which is added to the student weeks calculation, for the total sustaining fees. The total sustaining fees are capped at \$9000.
  - For multisites, the base fee has two parts: the main branch base fee is \$1700 and the base fee for each additional branch is \$500. The student weeks for all locations are calculated; the aggregate student weeks are capped at \$9000. The sustaining fee is then the total of the base fees and the student weeks calculation.

Important note: There are no increases to sustaining fees for 2024. For more information about fees, visit the CEA website at: <https://cea-accredit.org/accreditation/fees>.

Contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) if you have any questions about the calculation or submission process.

NOTE: A 10% late fee will be assessed for failure to pay sustaining fees by the deadline. Failure to submit any part of the Annual Report, including sustaining fees, may result in an administrative warning, a compliance action which can lead to the Commission's issuance of probation. All compliance actions are outlined in the *CEA Policies and Procedures, General Procedures*.

### **3. Instructions for Calculating and Paying Fees**

CEA accredits site-by-site; therefore, each accredited site must submit separate student weeks numbers.

For multisite organizations, each accredited site must account for student enrollments at each location, including auxiliary locations and all accredited educational programs.

- Each site in a multisite organization must enter student weeks numbers independently into the site record of the CEA Annual Report Portal.
- You will need to reference related Site IDs with each submission from a multisite organization.

**Please review these steps to calculate and pay sustaining fees.**

#### **Step 1.** Determine student weeks totals.

- Go to pages 3-5 of this instructional document.
  - Select the instructions for either a single site calculation or a multisite calculation.
  - Select the instructions for either fixed enrollments or rolling enrollments.
- Follow the instructions for completing the student weeks calculation to determine the site's 2024 student week totals.
- Use enrollment figures for each session (term/semester) offered in 2023 (January-December).
- Include enrollment figures at an auxiliary site, if any, on the same worksheet for the site which controls the auxiliary.
- Multisite systems must submit one entry for each accredited site as denoted by the CEA Site ID (visit [www.cea-accredit.org/accredited-sites](http://www.cea-accredit.org/accredited-sites) to look up Site IDs).
- Contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) if you require or have a previously approved alternate approach to reporting student weeks.

#### *Special guidance for sites with rolling enrollments*

- If the program or institution offers sessions with fixed start /end dates but allows students to enroll at any time, there will be several entries for each 'session', with a different number of weeks.
- If the program or institution offers sessions that do not have specific fixed start/end dates, disregard the first column on the worksheet. In the second column, list the possible lengths of enrollment throughout the year (conceivably ranging from 1 week to 52).

#### **Step 2.** Submit figures and receive an invoice.

- One submission should be made for each Site ID in the Sustaining Fees section of the CEA Annual Report Portal.
- Enter required information in the Sustaining Fees section of the CEA Annual Report Portal.
- A copy of the invoice will be sent to the email address submitted with this section of the portal and to the contact on file in CEA's financial database, if different.

#### **Step 3.** Submit payment.

- The invoice will indicate the available payment options and payment instructions.
- Upon receipt of the invoice, submit payment as directed on the invoice.

**Sustaining fees calculations must be submitted online by **February 15, 2024.****

#### 4. Sustaining Fees Calculation – Single Sites

- Calculate student weeks following the instructions below. The online form has a full-time student weeks page and a part-time student weeks page. (Note that the total figure will be reviewed and verified by CEA before the invoice is generated.)
- Enter the required numbers in the Sustaining Fees section of the CEA Annual Report Portal.
- An Excel version of the 2024 Sustaining Fees Worksheet is provided in the Resources documents to use as a working copy or to retain for your records. This document does not need to be submitted to CEA.

##### Definition of Terms:

- *Full-time enrollment:* A student who enrolls in a session (term/semester) in a course of study, either in-person or distance education, that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a *full-time enrollment*.
- *Part time enrollment:* A student who enrolls in a course of study, either in-person or distance education, for fewer than 18 contact hours per week is counted as a *part-time enrollment*. Regardless of the actual hours of enrollment, a part-time enrollment is calculated as a 0.5 student for purposes of determining CEA fees.
- *One student week:* one student enrolled for one week.

Note: If more than half of all student enrollments are made up of students who enroll for a course of study of fewer than 9 contact hours per week or 6 credit hours per term, contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) to see if you qualify for a special Sustaining Fees Calculation worksheet.

##### Calculation Instructions for **Single Sites with fixed** enrollment dates/sessions:

1. Calculate student weeks for **2023 full-time enrollments** of all students in all programs offered, including at auxiliaries (if any).
  - List each regularly publicized session.
  - For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.
2. Calculate student weeks for **2023 part-time enrollments** of all students in all programs offered, including at auxiliaries (if any).
  - List each session. If more space is needed, add rows.
  - For each, indicate the number of **weeks** in the session.
  - Indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

If no part-time students enrolled last year, enter none in Session/Term/Semester; 1 for Weeks in Session; and zero for the number of Students. Then, move to the next page.

##### Calculation Instructions for **Single Sites with rolling** enrollment dates/sessions:

1. Calculate student weeks for **2023 full-time enrollments** of all students in all programs offered, including at auxiliaries (if any).
  - Indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add cells to the table.
  - For each, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.
2. Calculate student weeks for **2023 part-time enrollments** of all students in all programs offered, including at auxiliaries (if any).
  - Indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add rows.
  - For each, indicate the number of **weeks** in the session and the number of **part-time** student enrollments.

## 5. Sustaining Fees Calculation – Multisites

- Calculate student weeks following the instructions below. The online form has a full-time student weeks page and a part-time student weeks page. (Note that the total figure will be reviewed and verified by CEA before the invoice is generated.)
- Enter the number of student weeks on the Sustaining Fees section of the CEA Annual Report Portal.

### Definition of Terms:

- *Full-time enrollment:* A student who enrolls in a session (term/semester) in a course of study that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a *full-time enrollment*.
- *Part time enrollment:* A student who enrolls in a course of study for fewer than 18 contact hours per week is counted as a *part-time enrollment*. Regardless of the actual hours of enrollment, a part-time enrollment is calculated as a 0.5 student for purposes of determining CEA fees.
- *One student week:* one student enrolled for one week.

### Calculation Instructions for **Multisites with fixed** enrollment dates/sessions:

Remember: Complete a student weeks submission for each location.

1. Calculate student weeks for **2023 full-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.
  - List each regularly publicized session.
  - For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.
2. Calculate student weeks for **2023 part-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.
  - List each session. If more space is needed, add rows to the form.
  - For each, indicate the number of **weeks** in the session.
  - Indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

If no part-time students enrolled last year, enter none in Session/Term/Semester; 1 for Weeks in Session; and zero for the number of Students. Then, move to the next page.

### Calculation Instructions for **Multisites with rolling** enrollment dates/sessions:

Remember: Complete a student weeks submission for each location.

1. Calculate student weeks for **2023 full-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.
  - Indicate each possible length of enrollment as a “session/term” and list the number of weeks as the “weeks in session”. If more space is needed, add rows.
  - For each, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.
2. Calculate student weeks for **2023 part-time enrollments of all students in all programs offered, including at auxiliaries (if any)**.
  - List each possible length of enrollment as a “session/term” and indicate the number of **weeks** as the “weeks in session”. If more space is needed, add rows.
  - For each, indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

*Multisites will incur a base fee of \$1700 for the main branch plus a \$500 base for each additional location. The student week calculation will be added to the base fee for each location. The aggregate student week cap of \$9,000 will be applied where applicable on the invoice.*

## 6. Instructions for the CEA Annual Report Portal Sustaining Fees Section

- Submit information for each accredited site, including auxiliaries and all educational programs.
- CEA will verify your entry and subsequently issue an invoice based on the information you provide.

The screenshot displays the CEA Annual Report Portal interface. At the top left is the CEA logo with the tagline 'Leading by Advancing Standards'. To the right of the logo are navigation links: 'Sustaining Fees', 'Financial Reporting', 'Annual Review', and 'Logout'. Below the navigation bar, a light blue banner indicates the user is signed into 'Site ID and Site Name'. The main heading is 'Sustaining Fees'. Below this is a section for 'Site Org Structure' with a dropdown menu currently set to 'Single or Multisite'. The next section is 'Person completing the Sustaining Fees Information', which contains five text input fields: 'Name', 'Title', 'Role/Responsibility', 'Email', and 'Phone'. At the bottom right of the form area are three buttons: 'Previous', 'Save', and 'Next'.

Screenshot of Sustaining Fees Section

# Full-time Student Weeks

The Sustaining Fees section must be completed before the Annual Review section can be submitted.

CEA accredits site-by-site; therefore, each accredited site must submit a separate sustaining fees calculation worksheet. Note that each accredited site within a multi-site system must account for student enrollments at each location.

Include online student enrollments in your calculation.

Enter full-time students below.

For definitions, instructions, and other information access the CEA Resources page - <https://cea-accredit.org/resources>.

Session/Term/Semester	Weeks in Session	x	Full-time Student Enrollments	=	Student Weeks	Delete?
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
Total Full-time Student Weeks					0.00	<input type="button" value="Add Row"/>

# Part-time Student Weeks

Include online student enrollments in your calculation.

Enter part-time students below.

If no part-time students enrolled last year, enter zero in Session/Term/Semester; 1 for Weeks in Session; and zero for the number of Students. Then, move to the next page.

For definitions, instructions, and other information access the CEA Resources page - <https://cea-accredit.org>.

Session/Term/Semester	Weeks in Session	x	Part-time Student Enrollments	=	Student Weeks	Delete?
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	0.00	<input type="checkbox"/>
Total Part-time Student Weeks					0.00	<input type="button" value="Add Row"/>

# Confirm and Submit

Please confirm that all of the information entered in the Sustaining Fees section is correct.

## Person completing the Sustaining Fees Information

Name:

Title:

Role/Responsibility:

Email:

Phone number:

## Full-time Student Weeks

Session/Term/Semster	Weeks in Session	x	Full-time Student Enrollments	=	
	1	x	1	=	1.0

## Part-time Student Weeks

Session/Term/Semster	Weeks in Session	x	Part-time Student Enrollments	=	
	1	x	1	=	0.5

Clicking submit will lock this section and send the Sustaining Fees information to CEA staff. Once the section is locked, you must contact CEA staff to make any changes. Email us at [AnnualReport@cea-accredit.org](mailto:AnnualReport@cea-accredit.org) to unlock this section.

Clicking submit locks each section and sends the information to CEA staff. Contact CEA staff to unlock the record in order to make changes.

Email us at [AnnualReport@cea-accredit.org](mailto:AnnualReport@cea-accredit.org).



## **7. How Sustaining Fees are Calculated**

The CEA Annual Report Portal will calculate your verified student weeks based on the numbers submitted; sample calculations below are for illustrative purposes only.

### **Single Site Programs and Institutions**

Single Site Base Fee:	\$1700
+Total 2023 Student Weeks Fee:	(Table 1 X \$0.55) + (Table 2 x \$0.55)
<b>Total 2024 Sustaining Fees:</b>	Base Fee + 2023 Student Weeks Fee <b>=Total 2024 Sustaining Fees</b> (not to exceed \$9,000 cap)

### **Multisite Programs and Institutions**

Main Branch Base Fee:	\$1700
+Main Branch 2023 Student Weeks	(Table 1 X \$0.55) + (Table 2 x \$0.55)
Additional Branch 1 Base Fee:	\$500
+Additional Branch 1 2023 Student Weeks	(Table 1 X \$0.55) + (Table 2 x \$0.55)
Additional Branch 2 Base Fee:	\$500
+Additional Branch 2 2023 Student Weeks	(Table 1 X \$0.55) + (Table 2 x \$0.55)
Additional Branch #X Base Fee:	\$500
+Additional Branch #X 2023 Student Weeks	(Table 1 X \$0.55) + (Table 2 x \$0.55)
<b><u>Total 2024 Sustaining Fees:</u></b>	All Base Fees + All 2023 Student Weeks Fees (not to exceed \$9,000 cap) <b>= Total 2024 Sustaining Fees</b>