# Commission on English Language Program Accreditation
# 2027 CEA Fee Schedule

Fees are for single sites or for individual sites in a multi-site organization, unless otherwise indicated in Additional/Special Fees/Notes.
Late payments incur a 10% late fee.

| Activity | Fees | Explanation of Fee | Additional/Special Fees/Notes | Payment Due |
|---|---|---|---|---|
| **Initial accreditation** | These fees are paid by all programs and institutions seeking initial accreditation. | | | |
| **Application for eligibility** | $450 | Administrative fee | Multi-site organizations pay the application fee for each branch applying. | Upon invoice for initial eligibility application. Non-refundable. |
| **Accreditation workshop** | $350 | $350 fee for first representative. $200 for each additional representative from the same site within the same 12-month period. | Multi-site organizations pay $350 for first representative and $200 for each additional representative from sites attending a workshop in the same 12-month period. | Upon invoice issued at time of workshop registration. Refundable up to 1 month before the workshop. |
| **Customized accreditation workshop** | $2,500 plus direct expenses, if applicable | Workshop customized for multiple participants. | If delivered in person, site pays all direct costs, including travel, food, and lodging for presenter(s). | Upon invoice issued at the time a custom workshop is confirmed. Refundable minus any direct expenses up to 1 month before the workshop. |
| **Plan for the self-study** | Single site: $2,500 | Review of the self-study plan, counsel during period of self-study, and administrative review of the self-study report. | Multi-site organizations pay $2,500 for the first site, plus $500 for each additional site on the same timeline.<br><br>Fee not required for plan for continued initial accreditation of additional branch locations. | Upon invoice with submission of self-study plan. Non-refundable. |
| **Site Visit** | US single site: $7,900 | Includes team expenses (travel, food, and lodging), costs related to financial review and conducting the site visit. | Additional $1,000/day if extra days are necessary to review auxiliary locations or to review TESL/TEFL certificate, foreign language, and/or youth programs. | Due upon invoice per CEA's schedule for submitting self-study reports and fees.<br><br>The site visit fee must be paid in full prior to the site visit. CEA reserves the right to cancel or postpone the site visit if payment is not received.<br><br>If the site cancels or postpones an already scheduled visit, CEA will retain 50% of the fee or the amount needed to recover CEA expenses, whichever is greater. |
| | Multi-site organizations: $7,900 base fee for first site | CEA determines site visit fees for multi-site organizations based on locations and proximity of locations to each other. | Contact CEA for details of multi-site site visit fees. | |
| | International: $4,200 plus direct expenses | For international visit, site pays all direct costs, including travel, food, and lodging for site visitors. | $1,000/day for each working day on site over 3 days. | |
| ***Site visit fees apply to all programs and institutions pursuing initial accreditation, continued initial accreditation of an additional branch location, and reaccreditation.*** | | | | |

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| **Sustaining fees** | These fees are paid by all accredited sites. | | | |
| **Annual sustaining fees** | Single site: $1,700 base fee plus $.60 per student week.<br><br>$11,000 cap | To sustain accreditation status as a constituent of the Constituent Council. Based on the prior year's student weeks for all programs included in the accreditation review. | Students at auxiliary locations and in additional programs are included in determining student weeks.<br><br>For multi-site organizations, $.60/student week for students at all accredited sites ($11,000 cap) plus $1,700 for the first site and $850 for each additional branch. | Instructions are sent to primary contacts each year in the fall prior to the deadline.<br><br>Student weeks submission due by February 15 with submission of annual report package. Fee payable upon invoice. Non-refundable. |
| **Sustaining fee at time of initial accreditation** | Based on annual sustaining fee. (see above) | To sustain status as a constituent of the Constituent Council. Partial year sustaining fees are pro-rated based on the time of year the site becomes accredited. | At the time of the initial accreditation decision, the additional branch incurs a fee equal to the branch location base fee required of multi-site organizations ($850). | Due upon invoice. Non-refundable. |
| **Reaccreditation fees** | These fees are paid by all programs and institutions seeking reaccreditation. | | | |
| **Application for reaccreditation** | $450 | Administrative fee. | Multi-site organizations pay the application fee for each branch applying. | Upon invoice submission of the application form. Non-refundable. |
| **Accreditation workshop** | $350 | $350 fee for first representative.<br>$200 for each additional representative from the same site within the same 12-month period. | Multi-site organizations pay $350 for first representative and $200 for each additional representative attending a workshop in the same 12-month period. | Upon invoice issued at time of workshop registration. Refundable up to 1 month before the workshop. |
| **Reaccreditation timeline and plan for self-study** | Single site: $500 | Review of the reaccreditation self-study timeline, counsel during period of self-study, and administrative review of the self-study report. | Multi-site organizations pay $500 for the first site, plus $100 for each additional site on the same timeline. | Upon invoice with submission of the timeline. Non-refundable. |
| **Site Visit fees** | Fees for reaccreditation site visits are the same as fees for initial accreditation site visits. See initial accreditation, above. | | | |
| **Interim report** | $1,500 | Fee for review of interim report in the fifth year of reaccreditation. | Multi-site organizations pay the interim report fee for each branch. | Upon invoice for the interim report. Non-refundable. |

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|---|---|---|---|---|
| **Other fees** | | | | |
| **Special site visit** | $1,850 for one person | Fee for site visit as required by the Commission as part of an accreditation decision, advisory or adverse action, substantive change, application for accreditation of an additional branch location or other reason. | $1,000 for each additional person if required.<br>$1,000/day for each working day over one day.<br><br>For international special site visits, site pays all direct costs, including travel, food, and lodging for site visitors. | Upon invoice for the site visit.<br>Non-refundable. |
| **Appeals** | $4,500 deposit | Expenses in connection with convening an appeals panel. | Actual expenses for the appeal, plus a 25% processing fee deducted from the deposit. | Site pays at the time an appeal is made.<br><br>In case of withdrawal of appeal, CEA will retain 50% of the deposit or amount needed to recover CEA expenses, whichever is greater. |
| **Application for change of ownership** | $1,500 | Fee for administering change of ownership application review and follow-up. | Additional fees may apply pending review of change of ownership application if additional or external review is required. | Upon invoice for change of ownership application form.<br>Non-refundable. |
| **Application for an additional branch location** | $1,500 | Fee for review of application to add an additional branch location. | Additional $500 fee for applications to open more than two additional branch locations within one year. | Upon invoice with application.<br>Non-refundable. |