

# ABET DOMESTIC ACCREDITATION FEES FOR 2008-09

Effective for visits between September 2008 and August 2009,  
Interim reports due in 2008, and 2008 maintenance fees.

Accreditation invoices are payable in US dollars within 90 days of issuance. Thereafter, a monthly interest charge of 1.5% will be added. **Non-payment of fees may result in cancellation of the visit**, holding Draft and/or Final Statements to the Institution, and/or removal from the list of accredited programs. Contact the ABET Accreditation Director for clarification (410-347-7700).

## **Fees for Institution Located in the United States**

Base fee for a campus visit (see **1. (a)**):.....\$3,000  
Fee for each program evaluator (see **1. (b)**):.....\$3,000  
Additional fee when one evaluator covers two programs (special case, see **1.(b)**):.....\$320  
Charge for extra day, per visitor (see **1. (c)**):.....\$330  
to be visited (see **1.(d)**):.....\$330  
Fee for an Interim Report evaluation per program (not involving a visit) (see **4.**):.....\$1,650  
Accreditation Maintenance Fee (annual) ..... (see **5.**)  
Cancellation fees, per institution ..... (see **2.**)

## **1. POLICY ON ACCREDITATION FEES**

- (a) A base fee for each commission is charged for a campus visit to each institution, which is independent of the number of programs evaluated.
- (b) An additional fee is charged for each program evaluator, or additional team member beyond the team chair. Normally, one evaluator will be required for each program. However, for engineering technology programs, a single evaluator may evaluate two or more closely related programs; a single evaluator may also evaluate associate and baccalaureate-level programs in the same area of engineering technology; in such cases, an additional fee will apply. In cases where more than one evaluator is required for a single program that has a dual title, multiple stems, or multiple concentrations, the regular fee will be charged for each visitor. In unusual cases, the number of evaluators will be determined by the team chair after consultation with the institution to be visited. In general, a minimum of two team members and a team chair will be required. Accreditation of an option is considered the same as an additional program for billing purposes.
- (c) An evaluation visit normally is expected to take two full days and the evening prior to the first day. If, after consultation with the institution, it is deemed necessary to retain the team for any additional time, the institution will be charged the daily rate for each team member held over.
- (d) If more than one location must be visited in order to fully evaluate a program, there will be a charge for each off-campus location, in addition to the charge for any extra time required, as specified in (c) above. Also, the institution will be billed for any additional expenses incurred by ABET in traveling to the off-campus locations.
- (e) ABET will invoice the institution for the full estimated amount of the fees during May prior to visit, subject to later adjustment in accordance with (b), (c), or (d) above if necessary.
- (f) ABET will invoice an institution with a branch campus located outside the United States for the reimbursement of actual team travel costs following the completion of the site visit.

## **2. CANCELLATION FEES**

Cancellation fees will be charged when an institution cancels an evaluation visit. The cancellation fee is a percentage of the base fee for a campus visit. Individual programs may be canceled without penalty if the visit itself is not canceled.

Prior to June 1:.....10% of Total Invoice  
June 1 - June 30:.....15% of Total Invoice  
July 1 - Aug. 15:.....25% of Total Invoice  
After August 15:.....50% of Total Invoice  
Once visiting team has commenced travel .....No refund  
Travel costs to branch campus outside the United States .....Actual costs incurred

3. Fees are intended to cover the costs of the accreditation process. Based on present economic conditions, it is impossible to predict travel and housing costs for any extended period of time. Therefore, fees will be established on a yearly basis; however, they may be subject to change should there be unexpected fluctuations in travel or other costs.

## **4. FEES FOR INTERIM REPORTS**

A report fee is charged for each program that submits an interim report (not involving a visit) to extend the term of accreditation.

## **5. ANNUAL MAINTENANCE FEES**

The following fees cover expenses related to the continuing maintenance and upkeep of accreditation data files, review of institutional materials, and the publication and distribution of annual lists of accredited programs. The fee applies separately to listings of applied science, computing, engineering, and engineering technology programs. Maintenance fees for programs accredited from October 2008 through September 2009 are listed below and invoiced in October 2008. Maintenance fees are subject to change. Maintenance fee invoices are payable within 30 days. Thereafter, a monthly interest charge of 1.5% will be added.

Base fee per campus per commission.....\$600  
Fee for each accredited program at each campus.....\$600

## **6. CURRICULAR FEES FOR NON-TRADITIONAL PROGRAMS**

Normally, curricular fees (Lead Society Fees) are paid by the professional technical society assigned curricular responsibility for the program. However, non-traditional programs have no society with curricular responsibility. Therefore, the curricular fee per non-traditional program will be charged to the institution when the Maintenance Fees are billed. Should a society assume the curricular responsibility, the fee will be charged to that society in the future. The non-traditional curricular fee for each accredited program is established in March of each year.

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