



## Accreditation Fee Schedule Effective 5/1/2021

### **Payment of Fees**

The following fees apply to applicants and accredited institutions/programs. All fees are to be paid by check, made out to COMTA. Checks should be mailed to our office:

<p><b>COMTA</b> <b>900 Commonwealth Place</b> <b>Ste 200-331</b> <b>Virginia Beach, VA 23464</b></p>
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**Once submitted, fees are non-refundable.**

The Commission encourages schools considering accreditation to contact COMTA staff with any questions. COMTA does not charge for time spent answering questions via phone or email. Fees are only incurred for activities which require travel or official review.

### **Accreditation Fees**

Fees for initial accreditation are collected in three stages. All three stages must be fulfilled for the Commission to consider the school for accreditation. Application fees are due at the time of the application submission and Peer Review fees are due at the time that the SSR is submitted.

#### **Initial Application for Accreditation – Institutional**

Institutional Reviews include reviewing the entire school operations and all eligible programs offered by the school (massage or esthetics). An additional fee is applied for the On-site Visit if both massage and esthetics are included.

1. Accreditation Training - \$450 per campus  
Each main and branch campus must have a representative complete the trainings.
2. Initial Application – Main campus: \$3000  
Branch campus: \$1500 per location  
Auxiliary classroom: \$750\*  
*\*for institutions with more than one auxiliary classroom: \$250 for each additional location\**
3. Peer Review On-site Visit – Main campus: \$6000  
Branch campus: \$4500 per location  
Auxiliary classroom: \$3000\*  
*\*for institutions with more than one auxiliary classroom: \$1000 for each additional location\**  
Additional fee for review of both massage and esthetics: \$1500 for Main campus, \$1000 per additional location.

#### **Initial Application for Accreditation – Programmatic**

Programmatic Reviews include only eligible programs offered by the school (massage or esthetics). An additional fee is applied for the On-site Visit if both massage and esthetics are included.

1. Accreditation Training - \$275 per campus  
Each main and branch campus must have a representative complete the trainings.
2. Initial Application – Main campus: \$3000  
Branch campus: \$1500 per location  
Auxiliary classroom: \$750\*  
*\*for programs with more than one auxiliary classroom: \$250 for each additional location\**



3. Peer Review On-site Visit – Main campus: \$4500  
 Branch campus: \$3000 per location  
 Auxiliary classroom: \$1500\*  
*\*for institutions with more than one auxiliary classroom: \$500 for each additional location\**  
 Additional fee for review of both massage and esthetics: \$1500 for Main campus, \$1000 per additional location.

### **Renewal of Accreditation**

The total fees for the renewal review process are the same as the fees for initial accreditation (see fees above), less a \$1000 discount for the Application stage.

### **Annual Sustaining Fees**

Once accreditation is granted, institutions and programs pay an annual fee to support the agency operations. The Sustaining Fees are collected at the beginning of the COMTA fiscal year (**March 1**) and will be prorated for members granted accreditation mid-year.

### **Institutional Members**

Sustaining fees are calculated individually based on the revenue at each Main Campus and Branch Campus, as documented in the most recent audited or reviewed financial statements available on January 1 each year. The revenue amount includes tuition, any student fees, refunds and activity related to tuition. Revenue from clinic clients and other non-tuition sources may be excluded if they are itemized in the reviewed/audited statement.

<b>Gross Revenue</b>	<b>Sustaining Fees</b>
\$0-\$999,999	\$1500 + .0043 x the amount over \$200,000
\$1,000,000-\$2,999,999	\$5000 + .0015 x the amount over \$1,000,000
\$3,000,000 and over	\$8000 + .0025 x the amount over \$3,000,000

### **Programmatic Members**

Sustaining fees for programs are calculated based on student enrollment (new students beginning the program in the previous academic year as reported on the most recent Annual Report) for each Main Campus and Branch Campus.

**\$1500 for each physical location + \$30 per enrolled student that started in the prior academic year.**

### **Substantive Change Fees**

Once a school is accredited, certain changes must be reported to COMTA before they are implemented to ensure that the standards for accreditation are still being met. Some changes only require notification to COMTA. Fees are collected for changes which require official review by COMTA. Please see the Policies and Procedures Manual for details.

NOTE: For changes which require a visit to the location, the cost of the visit is included in the fee.

### **Substantive Changes Which Apply to Both Institutional and Programmatic:**

#### Changes which Include a Site Visit

Application for the Addition of a Degree Program: \$2500 per physical location

Application for the Addition of Distance Education: \$1500 per physical location



Application for the Addition of a Program in a second subject area: \$2500 per physical location  
Application for Change to Institutional Accreditation: \$2500 per physical location

Changes which Do Not Require a Site Visit

Application for the Addition of a Non-Degree Program, same subject: \$750 per physical location  
Application for the Change from Clock Hours to Credits: \$750 per program (*additional fees may apply for multiple state approvals*)  
Application for Substantive Curriculum Change of a Program: \$750 per program  
(*Substantive Change is a change to the currently approved program that is greater than 25% of the total clock hours or credits*)

**Substantive Changes Which Apply for INSTITUTIONAL Members Only**

Application for Change of Location: \$2500 per physical location  
Application for the Addition of a Branch Campus: \$3500  
Application for the Addition of an Auxiliary Classroom: \$2500  
Application for Change of Ownership: \$3500 per physical location  
Application for the Institution's Change of Name: \$250 per physical location  
Application for the Significant Change of Institution's Mission: \$ 750 per physical location  
Application for Change to Programmatic Accreditation: \$750 per physical location

**Additional Fees Which May Apply to Accredited Members**

Commission Directed Visit: \$0-2500 per physical location, determined by the Commission  
Appeal of a Commission Decision: \$10,000  
Request to Reschedule a Confirmed Site Visit: \$2500

**Late Fees**

Failure to submit reports, fees and any other required materials to the Commission by the scheduled due date will result in a late fee of \$500 being assessed. An additional \$500 will be assessed for each thirty day (30) period beyond the scheduled due date for any item(s) not received by the Commission. Failure to submit reports, fees and other required materials in a timely manner can be referred to the Commission for further action.

An institution or a program that has been granted an extension request to submit materials is still subject to the late fee assessments. All late fees must be paid at the time that the late materials are submitted to the Commission in order for the materials to be accepted.