

Overview of Accreditation with ABHE

Accreditation is a process by which an institution evaluates its educational activities and seeks an independent judgment to confirm that it achieves its mission and goals and is generally equal in quality to comparable institutions or specialized units.

ABHE's Commission on Accreditation is recognized as a national, faith-based accrediting agency by the Council for Higher Education Accreditation (CHEA). The agency's official scope of CHEA recognition is as follows: Institutions and programs in the United States, Canada, and related territories that offer certificates, diplomas, associate, baccalaureate or graduate degrees aimed at preparing students for Christian ministries through Biblical, church-vocational and general studies.

ABHE's Commission on Accreditation is also listed by the United States Department of Education as a recognized national, institutional accrediting agency. The agency's official scope of USDE recognition (i.e., for the purpose of participation in U.S. Higher Education Act financial aid programs) is as follows: The accreditation and pre-accreditation ("Candidate for Accreditation"), at the undergraduate level, of institutions of biblical higher education in the United States offering both campus-based and distance education instructional programs.

ABHE is a member of the International Council for Evangelical Theological Education (ICETE), the official theological education partner entity of the World Evangelical Alliance. ICETE is a global community comprising eight continental/regional networks of theological schools.

Types of ABHE Accreditation

Institutional Accreditation: Review and recognition of an entire institution, both undergraduate and graduate levels.

Programmatic Accreditation: Review and recognition of particular programs within an institution that currently holds accreditation with another recognized accrediting body.

Application information, an application, and accreditation manuals are available for download without charge at www.abhe.org (see under "About Accreditation"). If you have additional questions, please contact the Commission office at coa@abhe.org.

Affiliation without Accreditation

Membership status in ABHE is limited to accredited and pre-accredited institutions. Affiliate status is available to credible institutions of biblical higher education seeking to benefit from ready access to ABHE services and networking, but presently lacking either readiness or

inclination to seek ABHE accreditation. For more information on Affiliate status, visit www.abhe.org/pages/NAV-Affiliation.html.

Philosophy of ABHE Accreditation

ABHE offers accreditation to institutions that are in accord with the Association's Tenets of Faith and that have mission statements appropriate to biblical higher education. Accreditation is granted to institutions that satisfactorily demonstrate substantial compliance with the Association's Conditions of Eligibility and its Standards for Accreditation.

Although accreditation signifies substantial compliance with the Association's Standards, it is designed to foster ongoing systematic self-study with the goal of continuous institutional improvement. ABHE accredited institutions are expected to affirm, updating as needed, their statements of mission; examine the evidence for the achievement of their respective missions and goals; identify areas of strength, weakness, opportunity, or threat; and develop plans to address issues identified. The ultimate goal of this process is to better equip institutions to prepare students for a life of service to the glory of our Lord Jesus Christ.

Stages of ABHE Accreditation

1. Applicant status

Applicant status is a pre-membership status granted to those institutions that meet the Commission's Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within a maximum of five years.

A. Attaining applicant status

An institution desiring applicant status with the Commission on Accreditation should contact the Commission office to schedule a one-day consultation visit by a member of the Commission's professional staff to the institution's campus. The consultation visit must be completed during the 24 months prior to submission of an application. The purpose of the visit is to assist the institution in understanding the process and timetable for accreditation, and to provide the Commission with a preliminary assessment of the institution's achievement of the Conditions of Eligibility.

The institution should submit one electronic copy (pdf) of the following documents to coa@abhe.org by December 1 for consideration by the Commission at the upcoming February Commission meeting. Applications are considered on an annual basis.

1. A completed ABHE application form
2. An official letter from the chief executive officer stating the board of control's desire for the institution to pursue accreditation with the Commission
3. An official statement from the chief executive officer reflecting a board of control decision to affirm support of the ABHE Tenets of Faith

4. A document demonstrating compliance with the Conditions of Eligibility. The document should describe the institution's compliance with each requirement and provide documentation of compliance in appendices at the end of the narrative.

The Commission's Committee on Applicant and Candidate Status will review these materials, and the Commission on Accreditation will determine whether to grant or deny applicant status or defer action. The decision is based upon whether it believes the institution has demonstrated compliance with the Conditions of Eligibility and appears to be able to achieve candidate status within a maximum of five years.

An institution denied applicant status must wait one year before reapplying. An institution may voluntarily withdraw its request for applicant status, without prejudice, at any time prior to the decision of the Commission on Accreditation.

B. Maintaining applicant status

An applicant institution must demonstrate progress in moving toward candidate status. An annual consultation visit by a member of the Commission's professional staff is required in any year in which the institution does not host a visiting team. A two-day visit is required during the first year in applicant status and a one-day visit is required in subsequent years. The consultant will analyze the institution with respect to the Standards for Accreditation and assist the institution in organizing for self-study and institutional planning. The Commission's Committee on Applicant and Candidate Status will annually review the institution's progress report, the staff consultant's report, the institution's financial audit report for the recently completed fiscal year, and its completed annual report form. The Commission will then make a determination whether sufficient progress is being made to warrant the continuation of applicant status. Continued applicant status is contingent upon submission to the Commission of all required reports and timely payment of annual Association and Commission dues and applicable fees. In extenuating circumstances, a grace period of up to six months may be requested. Institutional representatives are expected to participate annually in the Commission's self-study seminar.

C. Statement on applicant status

Applicant institutions are to accurately reflect the nature of "applicant status" in their catalogs and other advertising. The following statement must be used to define applicant status: *"(Institution name) holds applicant status with the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407.207.0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years."*

2. Candidate Status

Candidate status is a pre-accredited status granted to those institutions that have achieved applicant status and show promise of achieving accreditation within a maximum of five years.

A. Attaining candidate status

The institution will conduct an institutional self-study with respect to its own mission and objectives and with respect to the Standards for Accreditation. A final report, in the form of a compliance document, of the institution's self-study (normally not exceeding 100 pages), together with an institutional assessment plan and planning document, is to be received in the Association office no later than November 1 prior to an evaluation team visit scheduled for the spring or fall of the institution's fourth year of applicant status.

An evaluation team will verify claims made in the institution's self-study materials, formulate recommendations relative to the institution's achievement of the Standards for Accreditation, assess whether the institution has in place a mechanism for ongoing development, and prepare a recommendation for the Commission on Accreditation regarding the institution's readiness for advancement to candidate status.

Institution representatives will be given an opportunity to appear before the Commission on Accreditation as it considers the evaluation team report and the institution's response to the team report and determines whether to grant or deny candidate status or defer action. The Commission's decision is based upon whether the institution appears able to achieve accredited status within a maximum of five years.

An institution denied candidate status must wait one year before seeking reinstatement. If desired, it may appeal the decision in accord with the "Policy and Procedures for Appeals." An institution may voluntarily withdraw its request for candidate status, without prejudice, at any time prior to the decision of the Commission on Accreditation.

B. Maintaining candidate status

A candidate institution must demonstrate progress in moving toward accredited status. An annual consultation visit by a member of the Commission's professional staff is required in any year in which the institution does not host a visiting team. The consultant will analyze the institution with respect to the Standards for Accreditation and assist the institution in organizing for self-study and institutional planning. The Commission's Committee on Applicant and Candidate Status will annually review the institution's progress report, the staff consultant's report, the institution's financial audit report for the recently completed fiscal year, and its completed annual report form. The Commission will then make a determination whether sufficient progress is being made as would warrant the continuation of candidate status. Continued candidacy is contingent upon submission to the Commission of all required reports and timely payment of annual Association and Commission dues and applicable fees. In extenuating circumstances, a grace period of up to six months may be requested. Institution representatives are expected to participate annually in the Commission's self-study seminar.

C. Statement on candidate status

Candidate institutions are to accurately reflect the nature of "candidate status" in their catalogs and other advertising. The following statement must be used to define candidate status:

“(Institution name) holds candidate status with the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407.207.0808. Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.”

3. Accredited status

Accredited status is granted to those institutions that substantially meet or exceed the Commission’s Standards for Accreditation and give evidence of continual striving toward excellence.

A. Attaining accredited status

A candidate institution will conduct an institutional self-study with respect to its own mission and objectives and with respect to the Standards for Accreditation. A final report, in the form of a compliance document of the institution’s self-study (normally not exceeding 100 pages), together with an institutional assessment plan and planning document, is to be received in the Commission office no later than November 1 prior to an evaluation team visit scheduled for the spring or fall of the institution’s fourth year of candidate status.

An evaluation team will verify claims made in the institution’s self-study materials, formulate recommendations relative to the institution’s achievement of the Standards for Accreditation, assess whether the institution has in place a mechanism for ongoing development, and prepare a recommendation for the Commission on Accreditation regarding the institution’s readiness for advancement to accredited status.

Institution representatives will be given an opportunity to appear before the Commission on Accreditation as it considers the evaluation team report and the institution’s response to the team report and determines whether to grant or deny initial accreditation or defer action. The Commission’s decision is based upon the Principle for Accreditation, i.e., that an institution is substantially achieving and can be reasonably expected to continue to achieve its own mission and objectives and the Standards for Accreditation, and that it is committed to ongoing institutional development.

An institution denied accredited status must wait one year before seeking reinstatement at the level of its choice. If desired, it may appeal the decision in accord with the “Policy and Procedures for Appeals.” An institution may voluntarily withdraw its request for accredited status, without prejudice, at any time prior to the decision of the Commission on Accreditation.

B. Maintaining accredited status

Continued accreditation is contingent upon submission to the Commission of all required reports and payment of annual fees when due. In extenuating circumstances, a grace period of up to six months may be requested. In the third year of accreditation, a supplementary evaluation visit

will be conducted by a representative of the Commission staff in order to verify the progress reported by the institution.

C. Reaffirming accredited status

An accredited institution will conduct an institutional self-study with respect to its own mission and objectives and with respect to the Standards for Accreditation. A final report, in the form of a compliance document of the institution's self-study (normally not exceeding 100 pages), together with an institutional assessment plan and planning document, is to be received in the Commission office not less than eight weeks prior to an evaluation team visit that will be scheduled for the spring of the institution's fifth year of accredited status.

An evaluation team will verify claims made in the institution's self-study materials, formulate recommendations relative to the institution's achievement of the Standards for Accreditation, assess whether the institution has in place a mechanism for ongoing development, and prepare a recommendation for the Commission on Accreditation regarding the reaffirmation of the institution's accredited status.

The Commission on Accreditation will consider the evaluation team report and the institution's response to the team report and determines whether to reaffirm the institution's accredited status. The Commission's decision is based upon the Principle for Accreditation, i.e., that an institution is substantially achieving and can be reasonably expected to continue to achieve its own mission and objectives and the Standards for Accreditation, and that it is committed to ongoing institutional development.

An institution denied reaffirmation of accredited status may, if desired, appeal the decision in accord with the "Policy and Procedures for Appeals."

Once reaffirmed, the institution will repeat the reaffirmation process every ten years. Institutions offering sub-baccalaureate vocational education may be required to host an unannounced visit at least once during each interval between reaffirmation visits. The purpose of the visit will be to ensure that the institution has the personnel, facilities, and resources it has claimed to have and that it continues to comply with the Standards for Accreditation. These visits are conducted without the benefit of self-study materials. The Commission on Accreditation will consider reports of unannounced visits at its regular meetings. Upon considering such reports, it will have the same range of decision-making options as are available for regular reaffirmation visits.

Five-year and ten-year reaffirmation visits will be conducted in the spring. In extenuating circumstances, an institution may petition the Commission for a fall reaffirmation visit.

D. Statement on accredited status

Accredited institutions are to accurately reflect the nature of accredited status in their catalogs and other advertising.

For use when graduate education has been accredited: _____ *College/University is accredited by the Commission on Accreditation of the Association for Biblical Higher education to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.*

For use when undergraduate education only has been accredited: _____ *College/University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels.*

E. Title IV noncompliance

As a consequence of the 1992 Higher Education Amendments, the U.S. Department of Education is more closely monitoring institutional compliance with Title IV (Federal Student Financial Assistance) requirements. Upon discovery that an institution is no longer in compliance with the Title IV requirements, ABHE will conduct a special assessment to assure that the institution remains in substantial compliance with the Association's *Standards*.

F. Statement of Accredited Status (Programmatic Accreditation)

The following statement must be used in the public documents of institutions who hold Programmatic Accreditation with the ABHE:

The Association for Biblical Higher Education (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407.207.0808) accredits the following programs: [list the specific programs that are accredited].



ABHE Tenets of Faith

According to the Constitution of the Association for Biblical Higher Education, the following statement of faith is to be subscribed to annually by each member institution.

- *We believe that there is one God, eternally existing in three persons, Father, Son and Holy Spirit.*
- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God.*
- *We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.*
- *We believe that man was created in the image of God, and that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.*
- *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by Whom the Church is empowered to carry out Christ's great commission.*
- *We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.*



ABHE CONDITIONS OF ELIGIBILITY

Institutional Accreditation

The Committee on Applicant and Candidate Status of the Association's Commission on Accreditation will grant applicant status to those institutions that (1) document compliance with the Association's Conditions of Eligibility and (2) appear, in the committee's judgment, to be able to achieve candidate status within a maximum of five years.

To be considered for applicant status by the committee, an institution must provide the Commission with (1) an official statement from its chief executive officer reflecting a decision of its board of control to pursue accreditation, (2) a completed application form providing both essential data and a trend analysis of that data, (3) an official statement from the chief executive officer reflecting a board of control decision to affirm support of the ABHE Tenets of Faith, and (4) a document demonstrating specific compliance with the following Conditions of Eligibility.

1. **Authorization.** An institution must document authorization from the appropriate governmental agency (if required) to operate as an educational institution and to grant all degrees, certificates, and diplomas that it awards.
2. **Institutional Mission.** An institution must have a clear statement of mission as well as formally adopted and widely publicized institutional goals that are in accord with the Association's definition of biblical higher education.
3. **Governance.** An institution must have an external governing board of at least five members that has the authority to oversee the accomplishment of the mission, goals, and objectives of the institution.
4. **Chief Executive Officer.** An institution must employ a chief executive officer whose major responsibility is to the institution and who possesses appropriate authority.
5. **Catalog.** An institution must have available to students and the public a current and accurate catalog setting forth the institution's governance, mission, institutional goals, specific objectives, academic program requirements and courses, learning and educational resources, admissions policies and standards, rules and regulations for conduct, full- and part-time faculty rosters with faculty degrees, fees and other charges, refund policies, a policy defining satisfactory academic progress, and other items related to attending, transferring to, or withdrawing from the institution. Claims regarding educational effectiveness must be supported by appropriate data.

6. **Assessment and Public Accountability.** An institution must make information available to the public concerning student achievement and institutional performance outcomes, including graduation rates and rate of recent graduate employment in program related occupations.
7. **Learning Resources.** An institution must ensure access to resources necessary to support courses, programs, and degrees offered.
8. **Faculty Qualifications.** An institution must have qualified academic leadership and at least one qualified faculty member for each major or program offered. The oversight of the program may be by the same individual as the faculty member.
9. **Academic Programs.** An institution must offer one or more educational programs that are at least two academic years in length and are consistent with the mission of the institution and appropriate to higher education.
10. **Biblical/Theological Studies.** An institution must meet, in all its programs, the minimum requirement for biblical/theological studies as specified in the Standards for Accreditation.
11. **General Studies.** An institution must meet, in all its programs, the minimum requirement for general studies as specified in the Standards for Accreditation.
12. **Ministry Formation Program.** An institution must require that undergraduate students participate in a program of ministry formation.
13. **Student Body.** An institution must have students enrolled in and pursuing its educational programs.
14. **Program Completion.** An institution must have graduated at least one class in its principal program by the time of the committee's decision regarding applicant status.
15. **Admissions Policy.** An institution must have an admissions policy that is compatible with its stated institutional mission and programs offered.
16. **Institutional Stability and Capacity.** An institution must demonstrate a pattern of stability in enrollment, governing board, administration, faculty, and finances, and the capacity for development into an accredited institution within ten years.
17. **Financial Base.** An institution must have a financial base indicating that the institution can achieve its mission and goals within a balanced budget and at a safe level of debt.
18. **Income Allocation.** An institution must devote a substantial and sufficient portion of its generated income to the support of its educational purposes and programs.

19. **Annual Audit.** An institution must have financial records that receive an annual, independent, opinioned audit.
20. **Agency Disclosure.** An institution must agree to disclose to the association any and all such information as it may require to carry out its evaluation and accreditation functions.
21. **Compliance.** An institution must commit itself to comply with the Association's Standards for Accreditation, either current or as hereafter modified, during the period of its affiliation.
22. **Public Disclosure.** An institution must attest in writing that it understands and agrees that the Association may, at its discretion, make known to any agency or member of the public the nature of any action, positive or negative, regarding the institution's status with the Association.



ABHE CONDITIONS OF ELIGIBILITY
Programmatic Accreditation

1. The programs to be accredited will be in biblical/theological and ministry formation-related areas.
2. The programs to be accredited will demonstrate compliance relative to criteria such as Bible/theology credit hours and student ministry.
3. An institution will be required to have institutional accreditation with a CHEA- and/or USDE-recognized agency in order to apply for programmatic accreditation.
4. Institutional Mission. The objectives for programs to be accredited by ABHE are within the scope of the institutional mission or purpose.
5. Catalog. An institution must have available to students and the public a current and accurate catalog setting forth the institution's governance, mission, institutional goals, specific objectives, programs and courses, resources admissions and standards, academic offerings, rules and regulations for conduct, degree completion requirements, full- and part-time faculty rosters with faculty degrees, fees and other charges, refund policies, a policy defining satisfactory academic progress, graduation rates, rate of recent graduate employment in program-related occupations, and other items related to attending, transferring to, or withdrawing from the institution. Claims regarding education effectiveness must be supported by appropriate data. The type of accreditation held with ABHE, detailing the programs accredited.
6. Learning Resources. Accredited programs must be supported by adequate Learning Resources.
7. Christian Service Program. Students admitted to programs accredited by ABHE are expected to participate in a program of Christian Service.
8. Agency Disclosure. An institution must agree to disclose to the association any and all such information as it may require to carry out its evaluation and accreditation functions.
9. Compliance. An institution must commit itself to comply with the Standards for Accreditation of its institutional accrediting associations as well as ABHE, either current or as hereafter modified during the period of its affiliation.
10. Public Disclosure. An institution must attest in writing that it understands and agrees that the Association may, at its discretion, make known to any agency or member of the public the nature of any action, positive or negative, regarding its program's status with the Association.



TYPICAL TIMELINE FOR ACCREDITATION

*This timeline does not reflect the result of any deferral or acceleration during the process.
In addition, an annual report (online form), financial audit, and academic catalog
must be submitted by November 1 of each year.*

PRE-APPLICANT:

2014	Summer/Fall	1-day consultation visit to campus by a Commission staff representative to review the Conditions of Eligibility and assess the institution's readiness for the accreditation process
	Dec. 1	Application and supporting documents submitted to coa@abhe.org
2015	Feb.	Commission decision on applicant status (if approved continue timeline, if not defer 1 year to restart)

APPLICANT:

2015	Spring-Fall Nov. 1	2-day consultation visit by a Commission staff representative First year applicant progress report due
2016	Feb.	Commission reviews progress, makes recommendations to be addressed in the next progress report
	Spring-Fall Nov. 1	1-day consultation visit by a Commission staff representative Second year applicant progress report due
2017	Feb.	Commission reviews progress, makes recommendations for next report
	Spring-Fall Nov. 1	1-day consultation visit by a Commission staff representative Self-study for candidate status review due
2018	Feb.	Commission reviews self-study, approves team visit*
	Spring-Sum.	Update self-study for submission to evaluation team
	Fall	3-day comprehensive evaluation team visit to campus
	Late Fall	Response to team visit report due 6 weeks after report is received
2019	Feb.	Commission decision on candidate status* (institutional representatives appear before Commission at Feb. meeting)

CANDIDATE:

2019	Spring-Fall Nov. 1	1-day consultation visit by a Commission staff representative First year candidate progress report due
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2020	Feb. Spring-Fall Nov. 1	Commission reviews progress, makes recommendations for next report 1-day consultation visit by a Commission staff representative Second year candidate progress report due
2021	Feb. Spring-Fall Nov. 1	Commission reviews progress, makes recommendations for next report 1-day consultation visit by a Commission staff representative Self-study for initial accreditation review due
2022	Feb. Spring-Sum. Fall Late Fall	Commission reviews self-study, approves team visit* Update self-study for submission to evaluation team 3-day comprehensive evaluation team visit to campus Response to team visit report due 6 weeks after report is received
2023	Feb.	Commission decision on initial accreditation status* (institutional representatives appear before Commission at Feb. meeting)

ACCREDITED (5 years):

2023	Nov. 1	First year progress report on Commission recommendations due
2024	Feb. Nov. 1	Commission reviews progress, makes recommendations as needed Second year progress report due, if required by Commission
2025	Feb. Spring-Fall Nov. 1	Commission reviews progress and makes recommendations, if report required 1-day supplemental evaluation visit by a Commission staff representative Response to supplemental evaluation visit/third year progress report due
2026	Feb. Spring-Fall Nov. 1	Commission reviews progress and makes recommendations for self-study Work on self-study for 5-year reaffirmation visit Supplemental progress report due, if required
2027	Jan. Spring Summer	Self-study for 5-year reaffirmation visit due 8 weeks before visit 3-day comprehensive evaluation team visit to campus Response to visiting team report due 6 weeks after report is received
2028	Feb.	Commission decision on reaffirmation of accreditation

ACCREDITATION REAFFIRMED (10 years):

2037	Spring	3-day comprehensive evaluation team visit to campus for reaffirmation
2038	Feb.	Commission decision on reaffirmation (reaffirmation cycle repeats every 10 years)

* Institutions are strongly encouraged to plan for a four-year progression from applicant to candidate status and candidate to accredited status, rather than the maximum of five years. If the institution must address issues before receiving a visiting team or the Commission defers a decision for moving to the next level, the fifth year is available as a “safety year.” An extension beyond five years in applicant or candidate status is not possible.



Association

Dues (billed in **September**; due and payable within 30 days):

- **Accredited and Candidate Colleges:** Annual dues of \$3,500
- **Branch Campus Fee:** Each accredited branch campus is assessed according to the following schedule:
0-249 HDCT – \$250 250-499 HDCT – \$500 500-749 HDCT – \$750 750+ HDCT – \$1,000
- **Applicant Colleges:** Annual dues of \$3,000
- **Accredited Programs:** Base dues of \$1,000 for the first program accredited and \$100 for each additional program accredited; total dues not to exceed \$1,800
- **Affiliate Institutions:**
 - o **Affiliate application processing fee:** \$100, non-refundable; required with submission of Affiliate application to the Association office; applicable to first-year annual Affiliate dues.
 - o **Annual Dues:** \$750

Commission on Accreditation

Dues (billed in **March**; due and payable within 30 days):

- **Accredited, Candidate, Applicant Institutions:**
Variable rate of \$7.75 multiplied by the unduplicated headcount enrollment (all students in all deliveries, last fiscal year, as reported on the Fall 2014 Annual Report). **Minimum: \$400, Maximum: \$4000**

Evaluation Fees (billed when visit is scheduled; due and payable within 30 days):

- **Candidate Status, Initial Accreditation, Reaffirmation Team Visit (4-7 persons):**
Evaluation team fee of \$5,000 plus evaluator travel expenses.
- **Special Purpose/Focus Visit [e.g., branch campus, merger, financial exigency] (2-3 persons):**
Evaluation team fee of \$2,500 plus evaluator travel.
- **Additional Location/Relocation Visit (1 person):**
Evaluation visit fee of \$500 plus evaluator travel.

Consultation Fees (billed when visit is scheduled; due and payable within 30 days):

- **Pre-Applicant Consultation Visit:**
Fee of \$1,800 plus consultant travel expenses for a 1-day visit by a senior Commission staff consultant (a staff consultant visit is required during the 24 months prior to submission of an application).
- **Initial Consultation Visit:**
Fee of \$2,500 plus consultant travel expenses for a two-day visit by a senior Commission staff consultant during the year following the granting of Applicant Status.
- **Commission Staff Representative Consultation Visit:**
For all Commission staff representative consultation visits other than the initial consultation visit: \$1,800 for first day and \$700 per subsequent day, plus consultant travel expenses. If no Commission visit/report is required, the fee is \$700 per day plus consultant travel expenses (maximum of 1 follow-up visit per year).

Substantive Change Fee (Accredited & Candidate Institutions)

- \$250 per submission, \$50 for resubmission, non-refundable. The fee will be invoiced to the school after the Commission on Accreditation Director reviews the submission. All fees are due 30 days from the invoice date.

Annual Report Late Fees (Accredited, Candidate & Applicant Institutions)

- \$25 per business day for a late or incomplete Annual Report (online), financial audit, catalog, or required Progress Report. Fall Progress Reports are due November 1, 2014. The Annual Report (online), financial audit, and catalog are due November 15, 2014. A \$500 penalty will be charged to any institution that has not complied with reporting requirements by January 1, 2015. Failure to comply with reporting requirements may result in negative Commission action or sanction.

Application Fee

- \$3,000, non-refundable (no application will be processed prior to application fee payment).
The application fee for an existing *Affiliate* is \$2,250

CHEA Membership Fee

- Variable rate fee billed directly by the Council for Higher Education Accreditation to all ABHE member institutions (typically \$275-\$600). For more information visit www.chea.org.



ABHE

The Association for
Biblical Higher Education
Biblical • Transformational • Experiential • Missional

Fee Schedule

Effective 9/1/2014-8/31/2015

Termination of Status

- The Commission on Accreditation may terminate Accredited, Candidate or Applicant members for failure to pay membership dues within 30 days of invoice. In extenuating circumstances, a grace period of up to six months may be requested in writing.