

Costs Associated with the Accreditation Process for Baccalaureate/Graduate Degree Schools and Programs

The table below illustrates a sample timetable and costs of the accreditation process through the Association of Collegiate Business Schools and Programs.

Fiscal year	Process	Description of Cost	Amount
First Year	Membership Fee Completion of Educational Membership Form. The cost for annual membership is \$1250.	Annual membership fee	\$1,250
First Year	Application for Candidacy. Completion of the application for accreditation evaluation starts the process. Completion of the Application for Candidacy. The accreditation fee is \$2,500 (\$2,000 for schools outside the United States). The institution can pay half the accreditation fee now and the other half when they start the self-study or they can pay the whole fee.	Candidacy application fee	\$1,250
First Year	A mentor will be assigned. The candidate school or program, with assistance from their mentor, shall develop a plan of action for meeting the accreditation standards and establish a timetable for carrying out the plan. A copy of the plan must be provided to the Director of Accreditation at the ACBSP office.	Mentor honorarium (\$400 per day)	\$400
		Mentor expenses (Transportation, etc.)	\$300
		Total for First Year	\$3,200
Second Year	Membership Fee Completion of Educational Membership Form. The cost for annual membership is \$1250.	Annual membership fee	\$1,250
Second Year	Self-Study Commences The institution must receive a recommendation to proceed to self-study from the mentor, with concurrence of the Director of the Commission. Work on the self-study will usually commence in the summer or early fall. The self-study should cover a full academic year (Fall & Spring).		
Second Year	Payment of Remaining Half of the Application Fee	Payment for remainder of accreditation application fee	\$1,250
Second Year	A mentor will be assigned. The candidate school or program, with assistance from their mentor, shall develop a plan of action for meeting the accreditation standards and establish a timetable for carrying out the plan. A copy of the plan must be provided to the Director of Accreditation at the ACBSP office.	Mentor honorarium (\$400 per day)	\$400
		Mentor expenses (Transportation, etc.)	\$300
Second Year	Annual progress report Schools and programs in candidacy are required to submit an annual report to the mentor and to the ACBSP Baccalaureate/Graduate Degree Board of Commissioners. The annual report will address progress in meeting the accreditation standards, and set forth a timetable for meeting program deficiencies. The School or Program will determine with the mentor whether said mentor should make a campus visit subsequent to receiving the annual report.	\$500 for each year of candidacy after the first year.	500
		Total for Second Year	\$3700
Third Year	Membership Fee Completion of Educational Membership Form. The cost for annual membership is \$1250.	Annual membership fee	\$1,250
Third Year	Annual progress report Schools and programs in candidacy are required to submit an annual report to the mentor and to the ACBSP Baccalaureate/Graduate Degree Board of Commissioners. The annual report will address progress in meeting the accreditation standards, and set forth a timetable for meeting program deficiencies. The School or Program will determine with the mentor whether said mentor should make a campus visit subsequent to receiving the annual report.	\$500 for each year of candidacy after the first year.	500

	Site Visit Deposit A \$3,500.00 site deposit is required prior to the visit. (Average cost for the 10 site visits during 2003 and 2004 was \$3,296)		
	Visit An evaluation team is assigned to an institution as soon as ACBSP headquarters receives the completed self-study. The site team files its report with ACBSP within two weeks after their visit. These cost will be deducted from the \$3,000 deposit. Any money left over will be returned to the school.	Honoraria \$250 per day for chair \$150 per team member (\$550 per day x three days)	\$1,650
		Travel for Three Evaluators	900
		Food and Lodging	950
	The Board of Commissioners reviews accreditation materials from institutions each October and April (twice a year).		
	Action by the Board of Commissioners is reported at the ACBSP Annual Conference each June and accredited business schools and programs receive their accreditation certificates during the ACBSP Annual Conference in June at a special ceremony.		
		Total for Third Year	\$5,250
		Grand Total	\$12,150