



Accreditation Commission for Homeopathic Education in North America

www.achena.org

info@achena.org

School Accreditation Fee Schedule Effective January 1, 2021

Initial Application	\$500
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Paid in full, upon submission of Initial Application and Letter of Intention to ACHENA.

Eligibility Training Workshop	\$100/hour
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To facilitate the submission of an Eligibility Packet, applicants are required to attend at least one hour of an online Eligibility Training Workshop with an ACHENA representative. Applicants may request more time if needed, additional fees will apply.

Eligibility Packet Review	\$400
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Paid in full, upon submission of an Eligibility Packet to ACHENA.

Self Study Preparation Workshop	\$100/hour
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To facilitate a Self-Study, applicants are required to attend at least one hour of an online Self-Study Preparation Workshop with an ACHENA representative. Applicants may request more time if needed, additional fees will apply.

Self Study Review	\$1000
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Paid in full, upon submission of a Self Study to ACHENA.

Peer Review Site Visit (Initial and Renewal)	\$2500 (plus estimated travel, meals, and general expenses for 2-3 peer reviewers – estimated cost is dependent on the location of the school)
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Paid in full, after invoicing, Site Visit fee is based on estimated travel, lodging and meal expenses, per Peer Reviewer, for a two-three day Site Visit, every five years.

Annual Accreditation Dues: Estimated TOTAL - Based on the average of the past two years Gross Annual Revenue (GAR)

Annual Accreditation Dues	\$2000 if GAR <\$100,000 \$2000 + .0025(GAR) if GAR >\$100,000
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Paid in full, annually, in accordance with the above calculations, at the date determined by ACHENA.

Other Fees

- **Extension of Eligibility Packet:** \$500 per extension
An Eligibility Packet must be submitted within 12 months of the Initial Application. Applicants may request up to two six-month extensions for submission of the Eligibility Packet. In no case may an applicant exceed 24 months without submitting the Eligibility Packet.
- **Review Request of Information:** \$250
Applied during the reviews of Eligibility Packets and Self-Studies when insufficient information has been submitted and the review team must request additional information **two or more** times. Fee applies to each request.
- **Candidacy Annual Dues** (maximum 2 years):
Year 1: \$500
Year 2: \$500
- **Candidacy Extension:**
An extension of Candidacy, after the regular two-year Candidacy period, may be granted at the discretion of ACHENA, and upon request of the institution, for an additional year. No more than three one-year extensions may be granted, and in no event will the total period of Candidacy status exceed five years.
1st annual extension: \$1000
2nd annual extension: \$1500
3rd annual extension: \$2000
- **Late Fee:** 10% of overdue amount with an additional 10% added every 30 days. Fees more than 90 days past due will result in Procedural Actions and a lapse in Accreditation or Candidacy status.

For reports or other submissions which do not have a fee attached to them, a late fee of \$50 will be applied with an additional 10% added every 30 days.

Substantive Change and Other Fees Effective January 1, 2021

If Substantive Change Application includes changes in more than one of the following, fees apply to each change but will not exceed a total of \$3500:

<i>Change in Mission/Purpose/Program Objectives:</i>	\$300
<i>Change in Ownership, Legal Status or Form of Control (plus Site Visit fees if required):</i>	\$1000
<i>Change in Location (plus Site Visit fees):</i>	\$1000
<i>New Branch Campus (plus Site Visit fees):</i>	\$1000
<i>Acquisition of another ACHENA-accredited program/institution:</i>	\$1,000
<i>Decision to cease operations, close an institution/program, branch campus and/or propose a teach-out to</i>	

students: \$300

Contract with a nonaccredited institution/program that includes transfer of credits to an accredited institution/program: \$750

Changes in Curriculum, Addition or discontinuation of a course or courses that results in:

Significant change in curriculum content: \$750

Significant change in method of delivery (includes distance learning): \$750

Significant change in clock hours, credit hours or program length: \$300

Interim or Focused Site Visit:

Prorated

Rate based on length and purpose of site visit (please see ACHENA School Accreditation Fee Schedule effective July 1, 2020 for base rate)

All fees due upon submission of Substantive Change Form

Payment Method

Fees are non-refundable. Submit via PayPal on ACHENA's website, by check, or after invoicing.