



Transnational Association of Christian Colleges and Schools 2022-2023 Fee Schedule

Effective July 1, 2022-June 30, 2023 / Updated January 18, 2023

Mailing Address: 15935 Forest Road – Forest, VA 24551

Application Fee

A **\$7,000** non-refundable Application Fee is submitted via the TRACS portal when the institution submits the Application Compliance Checklist.

Annual Dues

Annual Dues are based on student headcount enrollment in the fall semester/quarter and the status of the institution. Annual Dues must be submitted by October 31st of each year.

Student Enrollment	Candidate Status Dues	Accredited Status Dues
100 & Under	\$9,500	\$10,000
101 - 200	\$9,800	\$10,500
201 - 300	\$10,100	\$11,000
301- 400	\$10,500	\$11,500
401- 500	\$11,000	\$12,000
501 - 1000	\$12,000	\$12,500
1001 - 5000	\$12,500	\$13,000
5001 - 7,000	\$14,000	\$15,000

Travel Deposit(s)

Required Travel Deposits must be received prior to scheduling and booking travel.

Type of Visit	Domestic Travel Deposit	International Travel Deposit
Staff *	\$1,000	\$2,500
Focus Team **	\$2,000	\$4,500
Evaluation Team ***	\$4,000	\$6,500

*The Staff Visit travel deposit for Self-Study Staff Visits is paid via the TRACS portal when the institution submits a Self-Study Proposal or when the institution is notified by TRACS that a travel deposit is required.

**The Focus Team travel deposit is paid via the TRACS portal when the institution is notified by TRACS that a travel deposit is required.

***The Evaluation Team travel deposit for Evaluation Team Visits is paid via the TRACS portal when the institution submits a Self-Study Report.

Staff and/or Focus Team Consultation Fee

Consultation Fees apply whether consultation takes place in person or virtually. No Consultation Fee is charged for Application Orientation meetings. Travel deposits and other fees associated with Staff and/or Focus Team Consultations may apply and will be submitted separately.

Number of Consultants	Consultation Fee Per Day
First Person	\$1,000
Second Person	\$900
Each Additional Person	\$800

Change of Status Review Fee

The Change of Status Review Fee applies to institutions seeking Candidacy, Accreditation, or Reaffirmation of Accreditation. The fee charged for institutions seeking Candidacy and initial Accreditation is a set amount as noted below. The fee charged for institutions seeking Reaffirmation of Accreditation is based on student enrollment as noted below. The applicable Change of Status Review Fee is paid via the TRACS portal when the institution submits a Self-Study Proposal.

Status Sought	Student Enrollment	Review Fee
Candidacy	N/A	\$10,000
Accreditation	N/A	\$8,000
Reaffirmation of Accreditation	100 & Under	\$4,725
	101 - 200	\$5,775
	201 - 300	\$6,300
	301 - 500	\$6,825
	501 – 1,000	\$7,350
	1,001 – 5,000	\$7,875
	5,001 – 10,000	\$10,000
	Over 10,000	\$20,000

Interim Fifth-Year Review Fee

Accredited institutions in a 10-year accreditation cycle participate in an Interim Fifth-Year Review during the 5th year of the 10-year cycle. A \$4,500 Interim Fifth-Year Review Fee is submitted via the TRACS portal when the institution submits the Interim Fifth-Year Review Compliance Checklist. The Interim Fifth-Year Review Compliance Checklist and supporting documentation must be submitted by June 30th of the year the review takes place.

Institutional Change Review Fee

The applicable Institutional Change Review Fee is submitted via the TRACS portal when the institution submits an Institutional Change Form. Travel deposits and other fees may apply and will be submitted separately.

Type of Change	Review Fee
Change Requiring Commission Approval	\$1,200
Change Requiring TRACS Approval	\$900
Change Not Requiring Approval	N/A

Administrative Fees

The following Administrative Fees will be charged according to TRACS policy and as authorized by the TRACS Accreditation Commission.

Type of Administrative Fee	Fee
Late Audit Submission Fee	\$500 per month or partial month after 5 months from the end of the institution's fiscal year until the audit is submitted
Late Annual Dues Submission Fee	5% per month or partial month after October 31 st until Annual Dues are submitted
Failure to notify TRACS of the closure of an approved Teaching Site or Branch Campus	\$500

Fee / Payment Submission Timelines

The noted fees / payments are to be submitted according to the following timelines. Failure to submit appropriate fees / payments does not allow the associated process to move forward.

Type of Fee	Timeline for Submission
Application Fee	With the submission of an Application Compliance Checklist
Annual Dues	By October 31 st of each year
Travel Deposits	According to the initiating process
Consultation Fees	Upon TRACS notification
Change of Status Review Fee	With the submission of a Self-Study Proposal
Interim Fifth-Year Review Fee	With the submission of an Interim Fifth-Year Review Compliance Checklist by June 30 th of the year the review takes place
Institutional Change Review Fee	With the submission of an Institutional Change Form
Administrative Fee	Upon TRACS notification

Please contact the TRACS office (info@tracs.org) with any questions.