

AABInternational

DUES AND FEES SCHEDULE

FORM 203

EFFECTIVE **OCTOBER 1, 2023**

Be aware that all invoices are due net 30 days. After that, a monthly interest charge of 1.5% will be added. Nonpayment of any fees may result in cancellation of membership, cancellation of visits and/or removal of a program from AABI's Directory of Accredited Programs.

ANNUAL MEMBERSHIP DUES

Corporate Member			\$3,600.00
Accredited Educator Member	Administrative Central Location		\$1,430.00
	Base fee per Branch Campus	**Applicable only to AABI accredited programs**	\$385.00
Non-Accredited Educator Member ¹	Administrative Central Location		\$1,565.00
	Base fee per Branch Campus	**Applicable only if in Candidacy**	\$440.00
Other Educator Member ²			\$660.00
Sustaining Organization Member ³			\$730.00
Sustaining Individual Member			\$85.00
Trade Association Member			\$1,650.00
Student			\$35.00

¹Dues for institutions that have not attained accredited status

²Dues for institutions offering aviation degrees outside the scope of AABI accreditation

³Organizations or institutions not eligible for accreditation

CONSULTING FEES AND PRE-ACCREDITATION REVIEWS

Consultation services are available on an hourly basis. Institutions with aviation programs must be educator members of AABI before consultation services can commence. The hourly consultation rate is \$110 USD or a project rate of \$1,000/10 hours. The hourly consultant fee is paid to AABI, not to the individual providing that service.

To be eligible for a Pre-Accreditation Review, educator members must be in candidate status (refer to Policy 2.2). The institution will pay a fee for the Pre-Accreditation Review, to include a stipend for the assigned reviewer. There are three levels of pre-accreditation reviews:

- A. Occasional phone conversations – Fee \$200 (includes a \$100 stipend).
- B. Frequent interactions to include online web conference review of documents – Fee \$1000 (includes a \$500 stipend).
- C. On-site pre-accreditation review – Fee \$1000 plus a \$200 stipend per day of actual visitation. In addition, travel (including business class airfare) is to be paid for by the institution using the “visiting team process” of a pre-visit deposit and an invoice for remaining expenses.

ACCREDITATION FEES – North America

Application (includes one program)		\$4875.00
	Additional Fee per Program (traditional delivery)	\$835.00
	Additional Fee per Program (distance delivery/educational site, first location)	\$370.00
	2-15 other locations	\$180.00

	Additional Fee per Program (distance delivery/educational site, same program, other locations)	16-30	\$145.00
		31-60	\$110.00
		61-100	\$70.00
		Over 101	\$40.00
	Accreditation Evaluator Fee per Program		\$760.00
	Reaffirmation Application Late Fee (30 or more days past due date)		\$1,200.00
Self-Study Report (review and approval process, includes one program)			\$1,390.00
	Additional Fee per Program (traditional delivery)		\$420.00
	Additional Fee per Program (distance delivery/educational site, first)		\$320.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations or virtual visits)	2-15 other locations	\$180.00
		16-30	\$145.00
		31-60	\$110.00
		61-100	\$70.00
		Over 101	\$40.00
Visit Fees to be Paid Prior to Visit			
	Traditional Visit – (includes one program)		\$3,765.00
	Virtual Visit – (includes one program) ^{6 & 7}		\$4,455.00
	Additional Fee per Program (traditional delivery)		\$420.00
	Additional Fee per Program (distance delivery/educational site, first location or virtual visit)		\$320.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations or virtual visits)	2-15 other locations	\$180.00
		16-30	\$145.00
		31-60	\$110.00
		61-100	\$70.00
		Over 101	\$40.00
	Charge for each off-campus location to be visited		\$320.00
	Deposit for Team Expenses ⁴		
	Traditional Visit/Three-Member Team ^{5 & 7}		\$4,000 to \$6,000
	Virtual Visit/ Three-Member Team ^{6 & 7}		\$2,750.00
	Additional Team Member over specified amount		\$550.00
Interim Report Fee (not involving a visit) ⁷			\$1,390.00

Visiting Team Expenses – The institution will be invoiced for actual expenses of the visiting team to include an honorarium for each team member (\$1,000.00 for team chairs; \$500.00 for team members [not including AABI observer or staff liaison]). For virtual visits, add a \$1,000 Technology Fee.

An evaluation visit normally is expected to take two full days and the evening prior to the first day. If, after consultation with the institution, it is deemed necessary to retain the team for any additional time, the institution will be charged at the rate of \$200 per day per team member and the institution will incur any related travel expenses. Note: See Section 4.3.2 of AABI Form 225, the Policies & Procedures Manual, regarding visits to distance delivery programs.

⁴Deposit to cover team expenses. Reconciliation of deposit will be determined after submission of all expense reports and reimbursement to team members through AABI. Adjustment and reconciliation may result in refund or additional charge to host institution.

⁵Deposit range amount will depend on whether the hotel expenses will be direct billed to the host institution or included on each team member's travel expense form for reimbursement.

⁶Virtual visits provide flexibilities that may be necessary due to highly unusual circumstances and challenges presented to higher education, regulators, and governments; and will be determined on a case-by-case basis.

⁷Should additional visits be required by Board action, an additional \$2,090 will be charged to the institution, plus travel and honorarium.

ACCREDITATION FEES – INTERNATIONAL (Outside of North America)

CREDITATION FEES - INTERNATIONAL (Outside of North America)			
Application (includes one program)			\$5,540.00
	Additional Fee per Program (traditional delivery)		\$950.00
	Additional Fee per Program (distance delivery/educational site, first location)		\$420.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations)	2-15 other locations	\$210.00
		16-30	\$165.00
		31-60	\$125.00
		61-100	\$80.00
		Over 101	\$45.00
	Accreditation Evaluator Fee per Program		\$865.00
	Application Late Fee (30 or more days past due date)		\$1,500.00
Self-Study Report (review and approval process, includes one program)			\$1,580.00
	Additional Fee per Program (traditional delivery)		\$475.00
	Additional Fee per Program (distance delivery/educational site, first)		\$365.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations or virtual visits)	2-15 other locations	\$210.00
		16-30	\$165.00
		31-60	\$125.00
		61-100	\$80.00
		Over 101	\$45.00
Visit Fees to be Paid Prior to Visit			
	Traditional Visit – (includes one program)		\$4,275.00
	Virtual Visit – (includes one program) ^{6 & 7}		\$5,065.00
	Additional Fee per Program (traditional delivery)		\$475.00
	Additional Fee per Program (distance delivery/educational site, first location or virtual visit)		\$365.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations or virtual visits)	2-15 other locations	\$210.00
		16-30	\$165.00
		31-60	\$125.00
		61-100	\$80.00
		Over 101	\$45.00
	Charge for each off-campus location to be visited		\$365.00
	Deposit for Team Expenses ⁴		
	Traditional Visit/Three-Member Team ^{5 & 7}		\$10,000 to \$15,000
	Virtual Visit/ Three-Member Team ^{6 & 7}		\$3,125.00
	Additional Team Member over specified amount		\$625.00
Interim Report Fee (not involving a visit) ⁷			\$1,580.00

Visiting Team Expenses – The institution will be invoiced for actual expenses of the visiting team to include an honorarium for each team member (\$1,250.00 for team chairs; \$625.00 for team members [not including AABI observer or staff liaison]). For virtual visits, add \$1,250 Technology Fee.

NOTE: The host institution will be responsible for any expenses incurred for interpretation and/or translation services for both traditional and virtual visits.

An evaluation visit normally is expected to take two full days and the evening prior to the first day. If, after consultation with the institution, it is deemed necessary to retain the team for any additional time, the institution will be charged at the rate of \$200 per day per team member and the institution will incur any related travel expenses. Note: See Section 4.3.2 of AABI Form 225, the Policies & Procedures Manual, regarding visits to distance delivery programs.

⁴Deposit to cover team expenses. Reconciliation of deposit will be determined after submission of all expense reports and reimbursement to team members through AABI. Adjustment and reconciliation may result in refund or additional charge to host institution.

⁵Deposit range amount will depend on whether the hotel expenses will be direct billed to the host institution or included on each team member's travel expense form for reimbursement.

⁶Virtual visits provide flexibilities that may be necessary due to highly unusual circumstances and challenges presented to higher education, regulators, and governments; and will be determined on a case-by-case basis.

⁷Should additional visits be required by Board action, an additional \$2,375 will be charged to the institution, plus travel and honorarium.

FEES FOR EXTENSIONS

1. A fee (\$1,210) for each program is charged to the institution that submits a request to extend the term of accreditation; such an extension must receive approval from the Board of Trustees.
2. A fee will be charged to an institution requesting an extension for submission of their Self-Study Report (SSR); such an extension must receive approval from the President and Accreditation Committee chair. Institution will also incur extension fee (above, Item 1) should the delay impact the reaffirmation anniversary date of said programs. Institution may also be assessed any differential in application fee.
 - a) Thirty-day extension – \$1,045
 - b) Six-month extension – \$2,090
 - c) One-year extension – \$4,175
3. A fee of \$1,100 will be charged to an institution requesting an extension for submission of an interim report; such an extension must receive approval from the Board of Trustees.

VISIT CANCELLATION FEES

Cancellation fees will be charged to an institution for canceling, rescheduling or postponing an evaluation visit:

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| a. 60 days prior to visit | \$1,390 plus all incurred travel expenses |
| b. 45 days prior to visit | \$2,090 plus all incurred travel expenses |
| c. 30 days prior to visit | \$2,785 plus all incurred travel expenses |
| d. After visiting team has commenced travel to the institution | Full Visit Fee plus all incurred travel expenses |

Individual programs may be withdrawn without penalty if the visit itself is not canceled. No refund of program application fees can be made.

PAYING DUES AND FEES

1. **Check and Money Order Payments** – Please mail payment with invoice number(s) and amount(s) in U.S. dollars to: AABI, 115 South 8th Street, Opelika, AL 36801.
2. **Credit, Other Payment Cards, ACH and Electronic Payments** – Email victoria@aabi.aero to receive an online payment request.