

## Overseas Accreditation

### Fees for 2017

Non payment of fees may result in cancellation of the visit, or holding the Draft and/or Final accreditation reports to the institution. Overseas accreditation invoices are payable within 60 days of issuance. Thereafter, a monthly 1.5% interest charge will be added.

#### **Initial Consultation Visit**

Base fee for initial consultation	\$3,000
Per day fee for each consultant <sup>1</sup>	\$ 700
Travel Expenses	Actual Expenses Incurred <sup>2</sup>
Consultant per diem fee per day	\$ 125

*Note: Consultant travel and hotel charges will be paid directly by the school. Travel arrangements can be made either by the school or the BTM FORUM travel agent of choice in consultation with the consultant (as appropriate). Travel costs need to be paid directly to the travel agent prior to departure. Travel will be conducted using business class with the consultant's carrier of choice. Hotel accommodations will be made at the Consultant's hotel of choice.*

#### **Accreditation Site Visit**

Base fee for an accreditation visit	\$3,600
Per day <sup>3</sup> fee for each program evaluator	\$ 700
Travel Expenses	Actual Expenses Incurred <sup>4</sup>
Per Diem	\$ 125

*Note: Program Evaluator travel and hotel charges will be paid directly by the school. Travel arrangements can be made either by the school or the BTM FORUM travel agent of choice in consultation with the program evaluator (as appropriate). Travel costs need to be paid directly to the travel agent prior to departure. Travel will be conducted using business class with the program evaluator's carrier of choice. Hotel accommodations will be made at the Program Evaluator's hotel of choice.*

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<sup>1</sup> Per day fee includes both travel days and campus visit days.

<sup>2</sup> Includes air travel and any local ground transportation in connection with the visit.

<sup>3</sup> Per day fee includes both travel days and campus visit days.

<sup>4</sup> Includes air travel and any local ground transportation in connection with the visit.

## **Policies on Overseas Accreditation Fees**

### **1. Fees**

- a) A base initial consultation fee is charged for a campus visit.
- b) A base accreditation fee is charged for a campus visit whereby one set of BTM FORUM criteria is used. For each additional criteria used, an additional fee will be charged.
- c) A fixed \$700 fee is charged for each program evaluator or consultant. Normally, two consultants are required for an initial consultation. Three evaluators are required for a program review. Additional evaluators may be required for multiple program reviews or for reviews involving multiple campuses. In all cases, the number of evaluators will be determined by the team chair in consultation with the institution to be visited.
- d) If more than one location must be visited in order to fully evaluate a program, there will be a charge of \$800 for each off-campus location. Also, the institution will be charged for any additional expenses incurred by BTM FORUM in travelling to the off-campus locations. This additional fee does not apply in cases where a school has two separate gender campus in the same city, although as indicated above additional reviewers may be required in such cases. Consultant/Program Evaluator travel to and from these campuses needs to be arranged by the school.
- e) Any local ground transportation for the consultants or program evaluators in connection with the visit (i.e. airport to/from hotel, hotel to/from campus etc.) needs to be arranged and paid for directly by the school.
- f) BTM FORUM will invoice the institution for the full estimated amount of the total fee prior to the visit, subject to later adjustment in accordance with (a), (b), (c) and (d) above if necessary.

### **2. Cancellation Fees**

Cancellation fees will be charged when an institution cancels a visit:

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|-----|---|------------------------|
| (a) | Between 90 days and 80 days prior to the visit:             | \$ 360                 |
| (b) | Between 60 days and 30 days prior to the visit:             | \$ 720                 |
| (c) | Between 30 days and the time of the visit:                  | \$1,500                |
| (d) | After visiting team has commenced travel to the institution | Full accreditation fee |
| (f) | Travel Cost   | Actual Costs Incurred  |

- 3. It is BTM FORUM' policy to keep fees at the lowest possible level. Fees are intended to cover actual costs of overseas accreditation visits. Based on present economic conditions, it is impossible to predict costs for any extended period of time, therefore fees will be established on a yearly basis; however, they may be subject to change should there be unexpected fluctuations in costs. BTM FORUM will notify the institution immediately if any fluctuations are anticipated and attempt to work with the school to come to a mutually agreeable solution.

**All fees are listed in Canadian dollars.**