

Academic Application Processing Fees **Effective April 9, 2009**

Fees are assessed in connection with applications for certificates of approval under the 1945 Act and applications for authorization to operate and authorization to grant degrees under the 1961 Act, including filing letters of intent and notices of intent and submitting change requests. These fees apply beginning on April 9, 2009.

Application Fees:

- ❖ *Certificate of approval or authorization to operate, \$5,000. Only one fee of \$5,000 shall be charged if both are sought in the same application. This is a one-time fee that does not apply to entities that have been previously approved or authorized by the Board.*
- ❖ *Letter of Intent or Notice of Intent, \$250. One fee shall be submitted with each filing.*
- ❖ *Authorization to grant degrees: The fee is based on the type of institution, institution size, and degree level as outlined in charts below. This fee applies to each request for authorization to grant a new degree or an additional degree in a region.*
- ❖ *Change request, \$250 (see definition below). The fee shall be charged for each request within a region. One submission with 10 requests shall be assessed for 10 change requests (\$2,500).*

Schedule of Fees:

Illinois Proprietary Institutions

	<i>Institution Size</i>		
	<i>< 200 Students</i>	<i>200-500 Students</i>	<i>> 500 Students</i>
<i>Certificate of Approval or Authorization to Operate</i>	<i>\$ 5,000</i>	<i>\$ 5,000</i>	<i>\$ 5,000</i>
<i>Associate Degree per Region</i>	<i>750</i>	<i>950</i>	<i>1,250</i>
<i>Bachelor Degree per Region</i>	<i>1,450</i>	<i>1,650</i>	<i>1,950</i>
<i>Masters Degree per Region</i>	<i>2,250</i>	<i>2,550</i>	<i>2,950</i>
<i>Doctoral/First Professional per Region</i>	<i>3,500</i>	<i>3,750</i>	<i>4,000</i>
<i>Letter or Notice of Intent</i>	<i>250</i>	<i>250</i>	<i>250</i>
<i>Change Request per Region</i>	<i>250</i>	<i>250</i>	<i>250</i>

Out-of-State Institutions

	<i>Institution Size</i>		
	<i>< 200 Students</i>	<i>200-500 Students</i>	<i>> 500 Students</i>
<i>Certificate of Approval or Authorization to Operate</i>	<i>\$ 5,000</i>	<i>\$ 5,000</i>	<i>\$ 5,000</i>
<i>Associate Degree per Region</i>	<i>1,750</i>	<i>1,950</i>	<i>2,250</i>
<i>Bachelor Degree per Region</i>	<i>2,450</i>	<i>2,650</i>	<i>2,950</i>
<i>Masters Degree per Region</i>	<i>3,250</i>	<i>3,550</i>	<i>3,950</i>
<i>Doctoral/First Professional per Region</i>	<i>4,500</i>	<i>4,750</i>	<i>5,000</i>
<i>Letter or Notice of Intent</i>	<i>250</i>	<i>250</i>	<i>250</i>
<i>Change Request per Region</i>	<i>250</i>	<i>250</i>	<i>250</i>

Remittance:

- ❖ *Fees shall be submitted as check, certified check, cashier's check, or money order payable to the Illinois Board of Higher Education.*
- ❖ *The Board shall return fees if, after further investigation, the Board determines that the institution's request does not require Board approval or authorization, minus a fee of \$250 for processing.*
- ❖ *Payments sent before requests are submitted online will be returned.*
- ❖ *Fees shall be submitted to:*
 - Illinois Board of Higher Education*
 - Academic Affairs Fee Remittance*
 - 431 East Adams, Second Floor*
 - Springfield, Illinois 62701-1404*

Processing:

- ❖ *Applications, notices, and change requests submitted to the Board with insufficient fees shall be considered incomplete. The Board will notify the institution of the amount due. No further action shall be taken by the Board until the full amount due is submitted.*
- ❖ *The Board will not accept applications from institutions that have not provided the information necessary for the Board to process a previously submitted application.*

New Definitions Related to Fees:

- ❖ *"Change Request" means a written proposal to modify an approved degree program. A modification is a change to any of the following: degrees offered; degree title; reclassification of instructional programs code (CIP code); and the admission, retention, or graduation requirements of the approved program.*
- ❖ *"Illinois Proprietary Institution" means an institution described in Section 1030.10(a) and (b) that is not otherwise exempted in Section 1030.10(c) and meets the following criteria:*
 - *Private corporation, limited liability company, or other entity that is initially incorporated or organized in this State, if required by law; and*
 - *Maintains a place of business within the State; and*
 - *Holds a current certificate of good standing from the Secretary of State, if required by law to file with the State; and*
 - *Is investor-owned and/or organized for profit.*

Illinois proprietary institutions do not include public institutions authorized under the domestic laws of this State, private not-for-profit institutions permitted to be exempt from taxation under section 501(c)(3) of the United States Internal Revenue Code (26 USC 501(c)(3)), or religious institutions that have not applied for recognition of tax-exempt status but have filed as a not-for-profit entity with the Illinois Secretary of State.

- ❖ *"Institution Size" is determined by applying the formula for the calculation of FTE students (using fall student headcounts) developed by the Integrated Postsecondary Education Data System (IPEDS) to the data reported by the institution to IPEDS, which is the U.S. Department of Education postsecondary data collection program.*
- ❖ *"Letter of Intent" means the Notice of Intent form provided by the Board and completed by the institution that is seeking operating authority, as provided in Section 1030.30(b).*
- ❖ *"Out of State Institution" means an institution described in Section 1030.10(a) or (b) that is not otherwise exempted in Section 1030.10(c) and meets one of the following:*
 - *Public institution authorized under domestic laws other than the laws of this State; or*
 - *Private corporation, limited liability company, or other entity that is initially incorporated or organized under domestic laws other than the laws of this State, if required, and initially operated outside the State; or*
 - *Not-for-profit corporation, limited liability company, or other entity that maintains its primary place of business or home office outside this State.*
- ❖ *"Notice of Intent" means the form provided by the Board and completed by the institution that is seeking authority to award one or more degrees as provided in Section 1030.60(b).*