

Fees for a Ministry Formation Program

The fees quoted are for payment in 2008.
Fees are raised \$50 in even-numbered years.

Filing Fee

The fee to open an accreditation file with the USCCB/CCA is a nonrefundable \$425 for a ministry formation program seeking initial accreditation by the USCCB/CCA. The program director sends the filing fee to the USCCB/CCA office with a completed application form.

Accreditation Site Review Costs

- The administrative fee is \$700 for an accreditation site review.
- Before a site review, the program director arranges for the program's sponsoring institution to pay the hotel bill for the site reviewers.
- When the site review is completed and expense reports received from the site reviewers, the USCCB/CCA staff sends an invoice to the program director for the site review fee and the cost of transportation and meals for the site reviewers.

Annual Accreditation Fee

After the USCCB/CCA grants accreditation to a program, it assesses an annual accreditation fee based on the number of participants in the program during a calendar year. It assesses the fee even if in a given year the program has no participants. A program pays half the annual fee when the USCCB/CCA grants initial accreditation during the spring meeting of the board of directors.

- The annual fee is \$675 for programs with zero to 24 participants.
- The annual fee is \$775 for programs with 25 or more participants.

Program directors are sent an invoice in December for the annual accreditation fee for the program. The program director processes a check request from the sponsoring institution and requests that the check be sent to the USCCB/CCA Office, 3211 South Lake Drive, Suite 317, St. Francis, Wisconsin 53235-3702.

Late Fees

- A late fee of \$50 is charged to the program when the annual fee is not received by the due date, and \$50 for every month thereafter until the fee is paid in full. A grace period of 30 days is allowed for processing and mailing the check.
- A late fee of \$50 is charged to the program if an annual report is not received by the due date or within a 30 day grace period allowed for mailing.
- A late fee of \$50 is charged to the program when a check for the site review has not been received in the USCCB/CCA office within 60 days of sending the invoice to the program director.

Consultation and Workshop Fees

There is no fee for consultative services or accreditation workshops sponsored by the USCCB/CCA. However, when travel is involved, the program's sponsoring institution assumes the cost for the transportation, lodging, and meals of the consultant or presenter.