



**Accreditation Council for Business Schools and Programs (ACBSP)
for schools located outside the United States.**

This example covers a three-year time period. The actual time required to move through the process is contingent upon many factors such as commitment of staff time and assessment programs being in place. Accreditation is granted for a period of ten years.

Fiscal year	Process	Description of Cost	Estimated Amount
First Year	Membership: Campuses located outside the United States must provide: 1) a certified translation of an official document from an appropriate government organization in your country stating recognition, accreditation, and/or your right to grant degrees. 2) Completion of ACBSP Member Application for educational membership. 3) Payment of the annual membership dues (see Description of Cost)	Annual membership dues are \$2,000 but can be prorated. The year begins July 1. Payment can be by credit card, check on USA bank, or wire transfer.	\$2,000
First Year	Application for Candidacy: Completion of the application for candidacy starts the accreditation process. The accreditation fee is \$2,500. The institution can pay half the accreditation fee now and the other half when they start the self-study or they can pay the fee in full.	Candidacy application fee may be paid upon joining as a member or any time after becoming a member.	\$1,250
First Year	Mentor Assignment: The business school will complete a Preliminary Visit Questionnaire and send the response to their mentor. The candidate will develop an action plan, with assistance from their mentor, for meeting the accreditation standards and criteria and establish a timetable for carrying out the plan. A copy of the plan is provided to the Director of Accreditation at the ACBSP office. The cost assumes the mentor is located outside the country and can be subject to wide variations and significant cost savings if in-country.	Mentor honorarium (\$500 per year) Mentor travel expenses (Transportation, lodging, meals, etc.)	\$500 \$2,550
		Total for First Year	\$6,300
Second Year	Membership: Payment of \$2,600 for annual membership. The membership year is July 1 of each year through June 30.	Annual membership dues.	\$2,600
Second Year	Finalization of Action Plan: Finish work with the mentor to close the gaps in meeting the standards and criteria and possibly in initial stage of preparation of self-study. For most schools this occurs at the Annual Conference to avoid a second travel expense, but not always. If travel is required for a second visit, please add to the amount shown here.	Mentor honorarium is paid. Travel expenses could be the same as first year if a second travel is required.	\$500
Second Year	Self-Study Commences: The business unit must be approved by the Director of Accreditation upon recommendation from the mentor before the business unit begins the self-study. The self-study should cover a full academic year (Fall & Spring).		
Second Year	Payment of remaining half of the accreditation fee: The payment is due when the <u>Intent to Submit a Self-Study for Initial ACBSP Accreditation</u> is filed and may be the next year in some cases. A self-study can be submitted on or before January 15 or August 15 of any year and the visit conducted.	Payment for remainder of accreditation fee	\$1,250
		Total for Second Year	\$4,350
Third Year	Membership: The cost for annual membership is \$2,600.	Annual membership dues.	\$2,600
Third Year	Annual progress report: This is the second of two reports submitted during the process and updates the information from the first report as described on the first page.		
Third Year	Site Visit Deposit: A \$4,000 site deposit is required prior to the visit.		
Third Year	Site Visit: An evaluation team is assigned soon after receiving the Intent to Submit a Self-Study for Initial ACBSP Accreditation. The school is asked if a team member may not be a good fit or if they feel there could be a conflict of interest. The estimated cost assumes a combination of site team members from the USA and from the country or adjoining countries. The site team files its report with ACBSP within two weeks after their visit. The cost for the team visit will be deducted from the \$4,000 deposit. Any funds remaining will be returned to the school. Any required balance will be invoiced to the school. See the two notes below.	Honoraria (Estimates) \$850 per visit for chair \$550 per visit per team member (2)	\$1,950

	Site visit Costs, Continued:	Travel for Three Evaluators	\$4,000
		Food and Lodging	\$1,750
Third Year	The Board of Commissioners reviews accreditation materials from institutions each November and April (twice a year).		
Third Year	The accreditation decision by the Board of Commissioners is reported to the members. Accredited business schools and programs receive their accreditation certificates during the ACBSP Annual Conference in June at a special ceremony.		
		Total for Third Year	\$10,300
		Grand Total	\$20,950

Site Visit Budgeting: For planning purposes, **ACBSP recommends allocating between \$5,000 and \$9,000 for the evaluation team site visit.** Site visit costs may fall below or exceed the amounts listed, depending on the institution's location, geographic location of the site team members, and the number of campuses seeking accreditation within a school system. The accreditation staff can help with a more exact figure as you make your budget plans.

Site Visit Payments: The business school being visited is responsible for reimbursing ACBSP for all of the costs of the team visit. ACBSP will pay each evaluator after they file an expense reimbursement claim with receipts attached ACBSP will then bill the business school for all of the costs incurred by the team. The deposit balance will be reconciled, and the institution will either receive a partial return of the site visit deposit or be invoiced in the amount by which actual costs exceed the \$4,000 deposit.

Annual Membership Dues: Annual membership dues for non-accredited schools are \$2,000. Upon joining dues are prorated such that joining in December of any year would require a \$1,000 payment for six months of membership. Annual membership dues for ACBSP accredited members and programs in candidacy is \$2600.

System wide Accreditation: The accreditation is for programs offered at each campus. While the main campus can join as a member, when the accreditation process begins all branch campuses must join as members. The cost for membership dues for additional campuses is \$1000 for each additional campus which will be charged to the main campus.

Reaffirmation of Accreditation: Accreditation is granted for ten years. There is no application fee for a member school going through reaffirmation or use of a mentor unless requested. The costs will be for the site team visit.

Annual Conference: While not directly related to the accreditation process, schools in in candidacy are strongly urged to attend the Annual Conference and budget for this attendance. Due to travel cost variation, this cannot be projected in this document; however, the conference and meeting staff can assist if requested.

Additional Information: Contact Steve Parscale, Chief Accreditation Officer, at sparscale@acbsp.org or Diana Hallerud, Associate Director of Accreditation, at dianahallerud@acbsp.org or reach them by phone at 913-339-9356.

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