

Academic Application Processing Fees
Effective December 12, 2017

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 certificates and degrees under the 1961 Act, including filing notices of intent and submitting change requests. These fees apply beginning on December 12, 2017.

Application Fees:

- ❖ Certificate of Approval or Authorization to Operate. Only one fee 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 in a particular region. The fee amount is based on the type of institution and institution size.
- ❖ Notice of Intent, \$500. One fee shall be submitted with each filing.
- ❖ Authorization to Grant Certificates and Degrees: The fee is based on the type of institution, institution size, and certificate or degree level as outlined in charts below. This fee applies to each request for authorization to grant a new certificate or degree or an additional degree in a region.
- ❖ Change Request, \$250. 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).
- ❖ Exemption Fee, \$250. The fee shall be charged for each request submitted to the Board

Schedule of Fees:

Illinois Not-for-Profit Institutions

	Institution Size	
	< 1,000 students	>1000 or more students
Operating Authority	\$3,000	\$4,000
Degree Granting Authority	\$1,500	\$2,500
Certificate Approval	\$750	\$750
Notice of Intent	\$500	\$500
Change Request	\$250	\$250
Exemption fee	\$250	\$250

Illinois Proprietary Institutions

	Institution Size	
	< 1,000 students	>1000 or more students
Operating Authority	\$6,000	\$7,000
Degree Granting Authority	\$2,500	\$3,500
Certificate Approval	\$1,000	\$1,000
Notice of Intent	\$500	\$500
Change Request	\$250	\$250
Exemption fee	\$250	\$250

Out of State Institutions

	Institution Size	
	< 1,000 students	>1000 or more students
Operating Authority	\$7,000	\$8,000
Degree Granting Authority	\$3,500	\$4,500
Certificate Approval	\$1,750	\$1,750
Notice of Intent	\$500	\$500
Change Request	\$250	\$250
Exemption fee	\$250	\$250

Remittance:

- ❖ Fees shall be submitted as check, certified check, cashier's check, or money order payable to the Illinois Board of Higher Education.
- ❖ No refund shall be awarded for any application that requires Board approval and has been reviewed by Board staff. Applications withdrawn by the institution or returned by Board staff shall receive no refund.
- ❖ Fees shall be submitted to:

Illinois Board of Higher Education
Academic Affairs Fee Remittance
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701

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.
- ❖ Applications, notices, and change requests submitted to the Board with incorrect fees shall be considered incomplete. The incorrect fee amount will be returned to the institution. No further action shall be taken by the Board until the full and correct fee 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 certificate or degree program. A modification is a change to any of the following: certificate offered; degrees offered; certificate or degree title or designation; Classification of Instruction Programs code (CIP code); program status; and the admission, retention or graduation requirements of approved programs.
- ❖ "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.

- ❖ "Institutional change" means a written notification of a change at an approved institution. These changes may include a change in ownership, address, institution name, leadership or status.
- ❖ "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.
- ❖ "Notice of intent" or "NOI" means the filing of intent for a new program or unit by the institution that is seeking operating authority or certificate or degree granting authority, as provided in Section 1030.30(b) and Section 1030.60(b). Notices of intent shall be publicly posted on the Board's website for no less than 30 days prior to any Board action on the application and shall remain active

for one year after the public posting period has expired.

- ❖ "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; or
 - Any branch campus, subsidiary, or other such affiliate of an out of state or international educational institution.