**Section 1095.120 School Application and Renewal Fees**

*Each school and each of the non-degree programs of study offered by the school shall be approved for 5 years, subject to the terms and conditions of approval, including without limitation the submission of required reporting and the payment of required charges and fees under the provisions of Section 75 of* the *Act* and this Part*, and compliance with any other requirements in* the *Act* and this Part.(Section 50 of the Act)

a) Fees

Section 75 of the Act authorizes the Board to set fees. Fees are assessed in connection with school applications for the permit of approval, annual renewal of permit of approval, change of ownership, new program of study, change of location, and classroom extension.

1) Application Fees

The fees are based on the institution size as outlined in subsection (a)(2).

A) Permit of approval. This is the initial fee for the application for approval. Schools shall re-apply for the permit every 5 years. (See Sections 1095.20 and 1095.40.)

i) A fee will be accessed when an institution applies for a letter of exemption from the Board and re-certifies the exemption annually. (See Section 1095.20.)

ii) There will be a late fee assessed for Fifth Year Permit of Approval applications submitted up to 30 days after the due date. Fifth Year Permit of Approval applications over 30 days late will not be accepted.

B) Annual renewal. This fee is paid in each of the 4 years following the issuance of a permit of approval. (See Section 1095.200.)

There will be a late fee assessed for Annual Renewal applications submitted up to 30 days after the due date. Annual Renewal applications over 30 days late will not be accepted.

C) New program of study. This fee is submitted with the application when an approved school requests approval of a new or additional non-degree program of study. (See Sections 1095.60, 1095.70 and 1095.80.)

i) A fee will be assessed for changes made to an approved program.

ii) If a school is found to have offered a program of study prior to Board approval, a penalty fee will be assessed.

D) Change of ownership. This is the fee to submit with an application for a permit of approval whenever there is a change of ownership of an approved school. (See Section 1095.110.)

E) Change of location. This is the fee to submit with the application for a change of location prior to moving the approved school's principal location. (See Section 1095.90.) If a school is found to have relocated prior to Board approval, a penalty fee will be assessed.

F) Classroom extension. This fee is submitted with the application to expand the offering of instructional services at locations other than its principal location. (See Section 1095.100.) If a school is found to have opened an extension site prior to Board approval a penalty fee will be assessed.

2) Schedule of Fees

|  |  |  |
| --- | --- | --- |
|  |  | Institution Size |
|  | < 100 Students | 100-399 Students | 400-700 Students | > 700 Students |
| Permit of Approval  | $ 1,000 | $ 2,000 | $ 4,000 | $ 5,000 |
| Exemption Fee | 250 | 250 | 250 | 250 |
| 5th Year Permit of Approval | 1,000 | 2,000 | 4,000 | 5,000 |
| Late Fee  | 250 | 500 | 750 | 950 |
| Annual Renewal  | 500 | 1,000 | 2,000 | 3,000 |
| Late Fee | 250 | 500 | 750 | 950 |
| New Program of Study | 350 | 650 | 1,300 | 1,750 |
| Program change | 150 | 150 | 150 | 150 |
| Penalty Fee | 500 | 750 | 1,000 | 1,250 |
| Change of Ownership | 1,000 | 2,000 | 4,000 | 5,000 |
| Change of Location | 250 | 450 | 775 | 1,000 |
| Penalty Fee | 500 | 750 | 1,000 | 1,250 |
| Classroom Extension | 350 | 650 | 1,250 | 1,750 |
| Penalty Fee | 500 | 750 | 1,000 | 1,250 |

b) Remittance

1) Fees shall be submitted as check, certified check, cashier's check or money order payable to the Illinois Board of Higher Education.

2) The Board shall return fees if, after further investigation, the Board determines that the institution's request does not require Board approval. This does not apply to the application for a letter of exemption from the Board. No refund shall be awarded for any application that requires Board approval and has been reviewed by Board staff. Applications withdrawn by the institution shall receive no refund.

3) Fees shall be submitted to:

Illinois Board of Higher Education

Division of Private Business and Vocational Schools

1 N. Old State Capitol Plaza, Suite 333

Springfield IL 62701

c) Processing

1) Applications 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.

2) Applications 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.

3) *If an applicant school has not remedied all deficiencies cited by the Board within 12 months after the date of its original application for a* permit *of approval, an additional original application fee for the continued cost of investigation of its application* will be charged to the school (Section 75 (6) of the Act)*.*

4) The Board will not accept a new or additional application from an institution that has been unwilling or unresponsive to prior requests for information from the Board, unless the prior application is withdrawn by the applicant.

(Source: Amended at 42 Ill. Reg. 151, effective December 19, 2017)