



Accreditation Fee Schedule Effective 3/1/2025

Payment of Fees

The following fees apply to applicants and accredited institutions/programs. All fees are to be paid by check, made out to COMTA. Checks should be mailed to our office:

<p>COMTA 900 Commonwealth Place Ste 200-331 Virginia Beach, VA 23464</p>
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Once submitted, fees are non-refundable.

The Commission encourages schools considering accreditation to contact COMTA staff with any questions. COMTA does not charge for time spent answering questions via phone or email. Fees are only incurred for activities which require travel or official review.

Accreditation Fees

Fees for initial accreditation are collected in three stages. All three stages must be fulfilled for the Commission to consider the school for accreditation. Application fees are due at the time of the application submission and Peer Review fees are due at the time that the SSR is submitted.

Initial Application for Accreditation – Institutional

Institutional Reviews include reviewing the entire school operations and all eligible programs offered by the school (massage or esthetics). An additional fee is applied for the On-site Visit if both massage and esthetics are included.

1. Accreditation Training - \$450 per campus
Each main and branch campus must have a representative complete the trainings.
2. Initial Application – Main campus: \$3750
Branch campus: \$1500 per location
Auxiliary classroom: \$750*
for institutions with more than one auxiliary classroom: \$250 for each additional location
3. Peer Review On-site Visit – Main campus: \$7500
Branch campus: \$4500 per location
Auxiliary classroom: \$3000*
for institutions with more than one auxiliary classroom: \$1000 for each additional location
Additional fee for review of both massage and esthetics: \$1500 for Main campus, \$1000 per additional location.

Initial Application for Accreditation – Programmatic

Programmatic Reviews include only eligible programs offered by the school (massage or esthetics). An additional fee is applied for the On-site Visit if both massage and esthetics are included.

1. Accreditation Training - \$275 per campus
Each main and branch campus must have a representative complete the trainings.
2. Initial Application – Main campus: \$3750
Branch campus: \$1500 per location
Auxiliary classroom: \$750*
for programs with more than one auxiliary classroom: \$250 for each additional location



3. Peer Review On-site Visit – Main campus: \$5500
 Branch campus: \$3000 per location
 Auxiliary classroom: \$1500*
for institutions with more than one auxiliary classroom: \$500 for each additional location
 Additional fee for review of both massage and esthetics: \$1500 for Main campus, \$1000 per additional location.

Renewal of Accreditation

The total fees for the renewal review process are the same as the fees for initial accreditation (see fees above), less a \$1000 discount for the Application stage.

Annual Sustaining Fees

Once accreditation is granted, institutions and programs pay an annual fee to support the agency operations. The Sustaining Fees are collected at the beginning of the COMTA fiscal year (**March 1**) and will be prorated for members granted accreditation mid-year.

Institutional Members

Sustaining fees are calculated individually based on the revenue at each Main Campus and Branch Campus, as documented in the most recent audited or reviewed financial statements available on January 1 each year. The revenue amount includes tuition, any student fees, refunds and activity related to tuition. Revenue from clinic clients and other non-tuition sources may be excluded if they are itemized in the reviewed/audited statement.

Gross Revenue	Sustaining Fees
\$0-\$999,999	\$1750 + .0043 x the amount over \$200,000
\$1,000,000-\$2,999,999	\$5500 + .0015 x the amount over \$1,000,000
\$3,000,000 and over	\$8000 + .0025 x the amount over \$3,000,000

Programmatic Members

Sustaining fees for programs are calculated based on student enrollment (new students beginning the program in the previous academic year as reported on the most recent Annual Report) for each Main Campus and Branch Campus.

\$1750 for each physical location + \$30 per enrolled student that started in the prior academic year.

Substantive Change Fees

Once a school is accredited, certain changes must be reported to COMTA before they are implemented to ensure that the standards for accreditation are still being met. Some changes only require notification to COMTA. Fees are collected for changes that require official review by COMTA. Please see the Policies and Procedures Manual for details.

NOTE: For changes that require a visit to the location, the cost of the visit is included in the fee.

Substantive Changes Which Apply to Both Institutional and Programmatic:

Changes that Include a Site Visit

- Application for the Addition of a Degree Program: \$3000 per physical location
- Application for the Addition of Distance Education: \$2000 per physical location



Application for the Addition of a Program in a second subject area: \$3000 per physical location
Application for Change to Institutional Accreditation: \$3000 per physical location

Changes which Do Not Require a Site Visit

Application for the Addition of a Non-Degree Program, same subject: \$750 per physical location
Application for the Change from Clock Hours to Credits: \$750 per program (*additional fees may apply for multiple state approvals*)
Application for Substantive Curriculum Change of a Program: \$750 per program
(*Substantive Change is a change to the currently approved program that is greater than 25% of the total clock hours or credits*)

Substantive Changes Which Apply for INSTITUTIONAL Members Only

Application for Change of Location: \$3000 per physical location
Application for the Addition of a Branch Campus: \$4000
Application for the Addition of an Auxiliary Classroom: \$3000
Application for Change of Ownership: \$4000 per physical location
Application for the Institution's Change of Name: \$250 per physical location
Application for the Significant Change of Institution's Mission: \$ 750 per physical location
Application for Change to Programmatic Accreditation: \$750 per physical location

Additional Fees Which May Apply to Accredited Members

Commission Directed Visit: \$0-4000 per physical location, determined by the Commission
Appeal of a Commission Decision: \$15,000
Request to Reschedule a Confirmed Site Visit: \$4000

Late Fees

Submitting reports, fees, and any other required materials more than thirty (30) days past the due date will result in a late fee of 1.5%. An additional fee of 1.5% may be assessed for each thirty-day (30) period thereafter. Failure to submit reports, fees, and other required materials is considered non-compliance and will be subject to Commission action if the delinquency exceeds ninety (90) days.