

# AAB International

## EDUCATOR MEMBERSHIP APPLICATION

Name: \_\_\_\_\_

Regional/National Accreditation by \_\_\_\_\_ Date of Next Reaffirmation \_\_\_\_\_

Type of Control: Public ( ) Private ( ) Highest Degree Offered \_\_\_\_\_

Full Time Enrollment \_\_\_\_\_ Academic Calendar System \_\_\_\_\_

### AVIATION PROGRAM INFORMATION

Department Name \_\_\_\_\_ Academic Division \_\_\_\_\_

Aviation Program Title(s) \_\_\_\_\_

Name Program Chair \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Degrees/Majors offered by AABI classification, current enrollment, and if accredited by AABI, date of last accreditation/reaffirmation: Management-AM, Maintenance-MT, Electronics-EL, Aviation Studies-AS, Flight Education-FE.

(EXAMPLE: BS Professional Flight FE, 150 7-1-03) Attach additional sheets if required.

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If no programs are accredited by AABI, do you intend to apply for AABI accreditation? No Yes Anticipated date of application \_\_\_\_\_

Program(s) \_\_\_\_\_

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### EDUCATOR REPRESENTATIVE

Dr. Mr. Mrs. Ms. Miss Other \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Office Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Web address \_\_\_\_\_

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Mail or fax to: **Aviation Accreditation Board International**  
3410 Skyway Drive Auburn, AL 36830  
Phone: (334) 844-2431 FAX: (334) 844-2432

For AABI Use Only

Rec. No.:

Type:

Ent.:

Exp.:

# AABInternational

## DUES AND FEES SCHEDULE FORM 203 EFFECTIVE **October 1, 2015**

### ANNUAL MEMBERSHIP DUES

<i>Corporate Member</i>				<b>\$ 3,600.00</b>
<b>Accredited Educator Member</b>	Administrative Central Location			<b>1,200.00</b>
	Base fee per Branch Campus	**Applicable only to AABI accredited programs**		300.00
<b>Non-Accredited Educator Member<sup>1</sup></b>	Administrative Central Location			<b>1,320.00</b>
	Base fee per Branch Campus	**Applicable only if in Candidacy**		<b>360.00</b>
Other Educator Member <sup>2</sup>				600.00
Sustaining Organization Member <sup>3</sup>				<b>660.00</b>
Sustaining Individual Member				<b>72.00</b>
Trade Association Member				<b>1,500.00</b>
Student				30.00

<sup>1</sup>Dues for institutions that have not attained accredited status

<sup>2</sup>Dues for institutions offering aviation degrees outside the scope of AABI accreditation

<sup>3</sup>Organizations or institutions not eligible for accreditation

### ACCREDITATION FEES – U.S.A.

Application (includes one program)		<b>\$ 3,000.00</b>
	Additional Fee per Program (traditional delivery)	600.00
	Additional Fee per Program (distance delivery/educational site, first location)	265.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations)	2-15 other locations
		16-30
		31-60
		61-100
		Over 101
Self-Study Report (review and approval process, per program)		250.00
	Additional Fee per Program (traditional delivery)	225.00
	Additional Fee per Program (distance delivery/educational site, first)	200.00

	Additional Fee per Program (distance delivery/educational site, same program, other locations or virtual visits)	2-15 other locations	125.00
		16-30	100.00
		31-60	75.00
		61-100	50.00
		Over 101	25.00
Visit Fee to be Paid Prior to Visit (includes one program) <sup>4</sup>			2,200.00
	Additional Fee per Program (traditional delivery)		225.00
	Additional Fee per Program (distance delivery/educational site, first location or virtual visit)		200.00
	Additional Fee per Program (distance delivery/educational site, same program, other locations or virtual visits)	2-15 other locations	125.00
		16-30	100.00
		31-60	75.00
		61-100	50.00
		Over 101	25.00
Charge for each off-campus location to be visited			225.00
Deposit for Team Travel Expenses (minimum) <sup>4&amp;5</sup>			3,500.00
Interim Report Fee (not involving a visit) <sup>6</sup>			400.00

Visiting Team Expenses – The institution will be invoiced for actual expenses of the visiting team to include an honorarium for each team member (\$200 for team chairs; \$150 for AABI members; \$100 for non-members [per campus]).

An evaluation visit normally is expected to take two full days and the evening prior to the first day. If, after consultation with the institution, it is deemed necessary to retain the team for any additional time, the institution will be charged at the rate of \$150 per day per team member and the institution will incur any related travel expenses. **Note: See Section 4.3.2 of AABI Form 225, the Policies & Procedures Manual, regarding visits to distance delivery programs.**

<sup>4</sup>Based on a three-member visiting team. The number of team members will be based on the number of programs under review. The team chair will determine the number of evaluators after consultation with the Accreditation Committee chair and central office.

<sup>5</sup>Deposit to cover travel expenses of the Visiting Team members. Reconciliation of deposit will be determined after submission of all expense reports and reimbursement to team members through AABI. Adjustment and reconciliation may result in refund or additional charge to host institution.

<sup>6</sup>Should additional visits be required by Board action, an additional \$750 will be charged to the institution, plus travel and honorarium.

### **ACCREDITATION FEES – INTERNATIONAL**

Accreditation fees for international (non-U.S.) institutions seeking accreditation will be determined upon receipt of application for candidacy and on a case-to-case basis.

### **FEES FOR EXTENSIONS**

1. A fee (\$1,000) for each program is charged to the institution that submits a request to extend the term of accreditation; such an extension must receive approval from the Board of Trustees.
2. **A fee will be charged to an institution requesting an extension for submission of their Self-Study Report (SSR); such an extension must receive approval from the President and Accreditation Committee chair. Institution will also incur extension fee (above, Item 1) should the delay impact the reaffirmation anniversary date of said programs. Institution may also be assessed any differential in application fee.**
  - a) **Thirty-day extension -- \$500**
  - b) **Six-month extension -- \$1,000**
  - c) **One-year extension -- \$2,000**
3. **A fee of \$250 will be charged to an institution requesting an extension for submission of an interim report; such an extension must receive approval from the Board of Trustees.**

### **VISIT CANCELLATION FEES**

Cancellation fees will be charged to an institution for canceling, rescheduling or postponing an evaluation visit:

- |  |   |
|--|---|
| a. 60 days prior to visit                                      | \$ 500.00 plus all incurred travel expenses         |
| b. 45 days prior to visit                                      | \$1,000.00 plus all incurred travel expenses        |
| c. 30 days prior to visit                                      | \$1,550.00 plus all incurred travel expenses        |
| d. After visiting team has commenced travel to the institution | Full Visit Fee<br>plus all incurred travel expenses |

Individual programs may be withdrawn without penalty if the visit itself is not canceled. No refund of program application fees can be made.

### **PRE-CANDIDACY APPLICATION**

Procedure includes determination by President and Chair of the Accreditation Committee of full eligibility for AABI accreditation upon receipt of AABI Form 202B. Fee of \$500 (includes one program), plus \$50 per additional program, is transferable to Application for Accreditation (AABI Form 202) if immediate eligibility is determined. Application for Accreditation must be submitted to AABI within 60 days of notification.

If institution is not eligible for Candidacy, Chair of the Accreditation Committee refers the application to the Guidance Committee. A subcommittee of the Guidance Committee, the “Candidacy Partnership Program” will establish protocol with the institution.

Institutions/individuals from AABI accredited programs will advise/mentor the applicants through the application and self-study phases. The \$500 fee, plus \$50 per program, will be applied to related costs of the Partnership Program. “Pre-Candidacy” status signifies that the institution is demonstrating reasonable progress toward the attainment of accreditation; but does NOT indicate accredited status nor does it guarantee eventual accreditation.