



HIGHER EDUCATION LICENSURE COMMISSION

FEE SCHEDULE

Service/Activity	Type of Institution	Fees <small>(as of 7/12/2016)</small>
Agent Application	Degree and Non-Degree	\$1000
Amendments	Degree and Non-Degree	
▪ Each Program		\$300
▪ Each New Facility		\$200
▪ Institutional Name Change		\$150
▪ Ownership Change		\$500
Annual Data Survey	Degree and Non-Degree	\$150 and above
Conditional Exemption	Degree and Non-Degree	\$1500
Conversion Application	Degree	\$1500
Duplicate License	Degree and Non-Degree	\$35
New Applicant Workshop	Degree and Non-Degree	\$200
Post Expiration Filing <small>(due in addition to Renewal Fee if application is submitted less than 60 days before license expiration up to 6 months after license expiration)</small>	Degree and Non-Degree	\$500
Provisional Application	Degree	\$5000
<small>(Fee limited to 3 programs. 4 or more programs add \$300 per)</small>	Non-Degree	\$3000
Reinstatement <small>(due in addition to Renewal Fee if application is submitted 6 months or more after license expiration)</small>	Degree	\$3500
Renewal Application <small>(due 60 days before license expiration)</small>	Degree and Non-Degree	\$2500
Site Evaluation	Degree and Non-Degree	\$800 and above
State Authorization Reciprocity Agreement (SARA) <small>(DC fees based on Full Time Enrollment (FTE) as reported in IPEDS, additional National fees may apply)</small>	Degree	
▪ Fewer than 2,500		\$3000
▪ 2,500 – 9,999		\$6000
▪ 10,000 or more		\$9000
Student Records (Closed Institutions)	Degree and Non-Degree	
▪ Transcripts		\$10
▪ Entire Record		\$1 per page

All fees should be remitted at the time of application in the form of check or money order made payable to the **DC Treasurer**.