

Commonwealth of Kentucky Council on Postsecondary Education

KENTUCKY LICENSURE FEE SCHEDULE

Edition June 2013

In addition to any costs connected with a site visit per 13 KAR 1:020 or 13 KAR 1:050, colleges shall pay the following fees for licensure:

I. FOR COLLEGES NOT CURRENTLY LICENSED BY THE COUNCIL ON POSTSECONDARY EDUCATION:

When a new college seeking licensure by the Council on Postsecondary Education submits an “Application for Licensure as an In-State, Non-Public Institution to Operate in the Commonwealth of Kentucky Pursuant to 13 KAR 1:020” if an in-state college, or an “Application for Licensure as an Out-of-State Institution to Operate in the Commonwealth of Kentucky Pursuant to 13 KAR 1:020” if an out-of-state college, then the college shall pay at the time of submission of the application the following fees:

New College Application Fee

- New in-state college \$1,000.00
- New out-of-state college (each site licensed separately) \$5,000.00

PLUS

Offering Fee

(per program, or per course if not offering entire program)

- Course if not offering entire program \$200.00
- Certificate, Diploma, or Associate’s program \$200.00
- Bachelor’s program \$500.00
- Master’s or Specialist program \$1,500.00
- Doctoral program \$2,000.00

**II. FOR COLLEGES ALREADY LICENSED BY THE COUNCIL ON
POSTSECONDARY EDUCATION:**

**Annual Fee for Maintenance of License or Renewal of License
(annual)**

Beginning April 1, 2014, all licensed college shall pay this fee at the time of submission of an “Application for Annual Maintenance of License or for Renewal of License Pursuant to 13 KAR 1:020.”

An out-of-state college shall be charged this fee for each licensed instructional site in Kentucky, and enrollment shall be calculated per site, as each instructional site is licensed separately. Licensed online offerings for an out-of-state college shall be considered an online campus and an instructional site for purposes of this fee.

Enrollment shall be calculated using fall enrollment data from the prior academic year. For example, a fee due April 1, 2014 will be based upon enrollment data from the fall of 2012.

Where a newly licensed college is unable to submit actual fall enrollment data, the annual fee shall be calculated using the college’s projected enrollment per the initial license application. Thereafter, enrollment shall be calculated using fall enrollment data from the prior academic year.

If an out-of-state college has more than one licensed instructional site, then the year of licensure of the first site where that site continues to be licensed shall be used for calculating the number of years of licensure for all the sites for purposes of the annual fee.

- For a college with a license from CPE for five (5) years or more, the fee shall be:

Enrollment	
1,000 or less	\$ 500.00
1,001-2,000	\$ 1,000.00
2,001-3,000	\$ 2,000.00
3,001-4,000	\$ 3,000.00
4,001-5,000	\$ 4,000.00
5,001-6,000	\$ 5,000.00
6,001-7,000	\$ 6,000.00
7,001-8,000	\$ 7,000.00
8,001-9,000	\$ 8,000.00
9,001-10,000	\$ 9,000.00
10,001 and above	\$10,000.00

- For a college that has had a license from CPE for less than five (5) years, the fee shall be:

Enrollment

100 or less	\$1,000.00
101-500	\$2,000.00
501-1,000	\$3,000.00
1,001-2,000	\$4,500.00
2,001-3,000	\$6,000.00
3,001-4,000	\$8,000.00
4,001-5,000	\$10,000.00
5,001 and above	\$12,000.00

III. LATE FEES

A college submitting an application more than five (5) working days after the due date shall be assessed a late fee of 10% of the required fee for each five (5) working days the application is past due.

If a college submits an application by the due date but the application is incomplete, then CPE will notify the college and establish a specific date by which the college shall submit the remainder of the application. If the remainder of the application is not submitted by the established date, then CPE may assess a late fee of 10% of the required fee.

The president may waive or reduce a late fee in the case of mitigating circumstances as determined by the president.

IV. ALL FEES SHALL BE:

- Due at the time of application
- Paid before any review of the college’s application will begin
- Nonrefundable
- In the form of a check or money order
- Made payable to the “Kentucky Council on Postsecondary Education”
- Applied to the cost of administering KRS 164.945 to 164.947, KRS 164.922, KRS 164.785, 13 KAR 1:020, and 13 KAR 1:050

CPE reserves the right to amend 13 KAR 1:020 in accordance with KRS Chapter 13A to adjust fees based on the consumer prices index or other appropriate indicator.