

XI. FEES

1. FEES GENERAL INFORMATION

- (A) FEES SHALL BE NON-REFUNDABLE in accordance with Arkansas Code Annotated § 6-51-610(a).
- (B) The following school licenses shall not be prorated at any time:
 - (i) Career Seminar School License
 - (ii) Real Estate Continuing Education License
- (C) For organizations seeking an original license, the licensing fee shall be prorated. Prorated license fees shall be figured based on the following chart:

<u>Month Application Submitted to Board</u>	<u>Number of Months For Which Fees Shall Be Submitted:</u>
February – April of next year	15
April – April	13
June – April	11
August – April	9
October – April	7
December – April	5

2. LICENSE FEES

- (A) CAREER SEMINAR SCHOOL LICENSE (The fee for this license shall not be prorated.)

\$975 to offer seminars of twenty-four (24) clock hours or less in various locations in the state during the licensure year locations.

OR

HIGHEST TUITION
(TOTAL COST OF PROGRAM)
GREATER BUT
THAN OR LESS LICENSE
EQUAL TO THAN FEE

\$ 0 \$ 500 455
\$ 500 \$ 1,000 680 to offer seminars of twenty-four (24) clock hours or less in one location (city or town) in the state during the licensure year where students tuition plus registration fess shall be less than \$1,000.

(B) REAL ESTATE CONTINUING EDUCATION LICENSE (The fee for this license shall not be prorated.)

\$700 to offer Real Estate Continuing Education in designated sites other than the school location. These programs shall be used to meet the six (6) classroom hour continuing education and post-licensure requirement for real estate brokers and sales personnel as set forth in Arkansas Code 17-42-501 et. seq.

(C) SCHOOL & TRAVELING SCHOOL – ORIGINAL & RENEWAL

ORIGINAL LICENSE fees shall be \$250 plus the license fee which is prorated based on the month the application received by the board. Each additional program shall be charged at the rate listed under “original fee for each additional program of study”.

RENEWAL LICENSE fees shall be based on the following chart.

HIGHEST TUITION (TOTAL COST OF PROGRAM) GREATER THAN OR EQUAL TO	BUT LESS THAN	LICENSE FEE	FEE FOR EACH ADDITIONAL PROGRAM OF STUDY WITH ORIGINAL APPLICATION
\$ 0	\$ 500	455	50
\$ 500	\$ 1,000	680	75
\$ 1,000	\$ 2,000	915	100
\$ 2,000	\$ 4,000	1,215	150
\$ 4,000	\$ 6,000	1,670	175
\$ 6,000	\$ 8,000	1,825	200
\$ 8,000	\$10,000	2,125	225
\$10,000	\$15,000	2,430	250
\$15,000	\$20,000	2,735	250
\$20,000 +		3,030	250

(D) SATELLITE SCHOOL LICENSE - ORIGINAL & RENEWAL

ORIGINAL SATELLITE SCHOOL LICENSE fees shall be \$200 plus the license fee amount prorated based on the month the application is received by the board. Each additional program shall be charged at the rate listed under “original fee for each additional program of study”.

RENEWAL SATELLITE SCHOOL LICENSE fees shall be based on the following chart. The “License Fee” includes twenty (20) programs of study.

HIGHEST TUITION (TOTAL COST OF PROGRAM) GREATER THAN OR EQUAL TO	BUT LESS THAN	LICENSE FEE	FEE FOR EACH ADDITIONAL PROGRAM OF STUDY WITH ORIGINAL APPLICATION
\$ 0	\$ 500	355	25
\$ 500	\$ 1,000	580	50
\$ 1,000	\$ 2,000	815	75
\$ 2,000	\$ 4,000	1,115	100
\$ 4,000	\$ 6,000	1,570	125
\$ 6,000	\$ 8,000	1,725	150
\$ 8,000	\$10,000	2,025	150
\$10,000	\$15,000	2,330	150
\$15,000	\$20,000	2,635	150
\$20,000+		2,930	150

(E) FLIGHT SCHOOL LICENSE

\$500 Each program shall be listed on the application. Flight School instructors shall be registered but shall be exempt from the registration fee.

(F) Extension Course Site License

\$150

3. OPERATIONAL FEES

(A) ADMINISTRATIVE LATE FEE

\$50 shall be charged a licensed school for items not returned or submitted by 4:30 p.m. on the due date. Information is considered late if incomplete. Arrangements for additional time shall be made not less than twenty-four (24) hours prior to the due date.

\$100 Additional shall be charged, if requested information is not received after the first request and the same information has to be requested the second time.

(B) ADMINISTRATIVE LATE FEE - RENEWAL LICENSE

20% of the renewal fee shall be paid in addition to the annual renewal fee if the properly completed application for renewal is not submitted by 4:30 p.m. on the scheduled due date. Arrangements for additional time shall be made not less than twenty-four (24) hours prior to the due date.

(C) ADMISSIONS REPRESENTATIVES

\$375 original license at a given school. The license will be for two (2) years.
\$250 for an original license for a second site of the same school chain issued at the same time of the original license. The license will be for two (2) years.
\$375 for a renewal license at the same location or chain where currently licensed. The license will be for three (3) years.

(D) AMENDMENTS TO LICENSE

HIGHEST TUITION
(TOTAL COST OF PROGRAM)
GREATER BUT
THAN OR LESS
EQUAL TO THAN FEE

\$ 0	\$ 500	\$ 60
\$ 500	\$1,000	\$ 90
\$1,000+		\$115

Change in clock or credit hours,
Change in cost of program,
Change in name of program,
Change in location of school,
Change in mailing address of school, and/or
Deletion of a program.

(E) CHANGE IN NAME OF SCHOOL

HIGHEST TUITION
(TOTAL COST OF PROGRAM)
GREATER BUT
THAN OR LESS
EQUAL TO THAN FEE

\$ 0	\$ 500	\$250
\$ 500	\$1,000	\$500
\$1,000+		\$750

(F) ARBITRATION PANEL FEE

HIGHEST TUITION
(TOTAL COST OF PROGRAM)
GREATER BUT
THAN OR LESS
EQUAL TO THAN FEE

\$ 0 \$1,000 \$250* for the first hearing of the day \$125 for each additional
\$1,000+ \$500* for the first hearing of the day \$250 for each additional

*PLUS APPEARANCE FEE for the court reporter shall be charged to a school involved in an Arbitration Panel Hearing. Any party requesting a transcript of oral proceedings shall bear the cost of such transcript.

(G) COMPLAINT PROCESSING FEE

\$75 shall be submitted to the Board by the school with their response to the student complaint.

(H) INSTRUCTOR REGISTRATION FEE

\$50 per instructor

(I) NEW PROGRAMS OF STUDY - BASED ON HIGHEST TUITION OF CURRENTLY LICENSED PROGRAMS

HIGHEST TUITION
(TOTAL COST OF PROGRAM)
GREATER BUT FEE
THAN OR LESS PER
EQUAL TO THAN PROGRAM

\$ 0	\$ 500	\$ 60
\$ 500	\$ 1,000	\$ 90
\$ 1,000	\$ 2,000	\$ 115
\$ 2,000	\$ 4,000	\$ 145
\$ 4,000	\$ 6,000	\$ 175
\$ 6,000	\$ 8,000	\$ 205
\$ 8,000	\$10,000	\$ 230
\$10,000	\$15,000	\$ 260
\$15,000	\$20,000	\$ 290
\$20,000+		\$ 290

(J) REAL ESTATE CONTINUING EDUCATION OUTLINE APPROVAL

\$ 50 per six (6) hour outline submitted.

\$ 25 per three (3) hour outline submitted.

(K) REPLACEMENT OF LICENSE

\$ 25 for each replacement license of an admissions representative.

\$ 25 for each replacement license of a school.

(L) RETURNED CHECKS

\$ 25 per check.

(M) SCHOOL VISIT FEE

IN-STATE

This fee will not be charged to in-state schools for the first visit during a licensure year.

HIGHEST TUITION (TOTAL COST OF PROGRAM)

<u>GREATER THAN OR EQUAL TO</u>	<u>BUT LESS THAN</u>	<u>FEE PER DAY</u>
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\$ 0 -	\$1,000	\$50
\$1,000+		\$75

OUT-OF-STATE - actual cost not to exceed State-approved rate.

(N) INVOICE FEE

\$10 shall be assessed when the appropriate fee is not submitted at the time forms are received by the Board and an invoice has to be issued.

(O) DOCUMENT REPLACEMENT FEE

\$25 shall be assessed to provide a replacement for a form sent to the school for completion, i.e. 4500, renewal application, etc.

(P) TRAVELING SCHOOL MOVE

\$25 per location change. Notification of change in location of this license shall be made not less than 24 hours prior to the move. The notification shall be considered made upon receipt by the Board staff of the forms and appropriate fee.

4. MISCELLANEOUS FEES

(A) STUDENT FEE - RECORDS FROM CLOSED SCHOOLS

- (i) \$ 5 per student transcript when processed on the regularly scheduled date. The fee covers the cost of one (1) official copy of the student transcript. When additional copies are needed at a later date because the organization to which the transcript was mailed cannot locate the first copy the \$5 fee will again be assessed.
- (ii) \$10 per student transcript when processed on the regularly scheduled date and mailed certified return receipt requested. The fee covers the cost of one (1) official copy of the student transcript.
- (iii) \$ 1 per additional copy of the student transcript. This fee is applicable when the additional transcript is requested at the same time as one of the other choices for a transcript is received.
- (iv) \$25 per transcript when processed for next day availability. The fee covers the cost of one (1) official copy of the student transcript to be mailed or picked up.
- (v) \$30 per transcript when processed for next day availability. The fee covers the cost of one (1) official copy of the student transcript to be mailed certified return receipt requested.
- (vi) \$.25 (25 cents) per page for each additional page of information copied.

(B) COPY FEE

\$.25 (25 cents) per page for copies of information in a school file that is open to the public under Freedom of Information.