



## American Culinary Federation Education Foundation Secondary Certification Fee Schedule

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

### FEE SCHEDULE

Application	\$325
Self Study documents	\$325
Self Study Review Fee	\$600
- Each Additional Program	\$300

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### ANNUAL FEES

Single program fee	\$200
- Additional program	\$50

### SITE VISIT FEES

Evaluator travel expenses will be billed to the institution within 30 days following the site visit. Lodging arrangements and expenses must be coordinated and paid for by the school prior to the team's arrival at the hotel *unless prior approval is given by the ACF national office.*

### SITE VISIT CANCELLATION

A cancellation penalty will be assessed on any program that cancels or postpones a scheduled site visit within 90 days of the site visit. The program will also be responsible for evaluator travel fees if flights have already been booked.

Penalty assessed:

- Within 61-90 days of scheduled site visit \$ 500 plus expenses already incurred
- Within 31-60 days of scheduled site visit \$700 plus expenses already incurred
- 30 days or less of scheduled site visit \$1000 plus expenses already incurred

Site Visit Extension Requests (must be approved by commission)	\$100
Site Visit Date Change	\$200

### LATE FEES

\$250.00 will be assessed for late submissions of an Annual Report, Self Study, Annual Fees, and any other Commission-related submissions with deadlines.

Duplicate Certificate	\$50
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All fees are non-refundable. Per ACF policy, purchase orders are not accepted as a form of payment. Payment must be received in the form of check, credit card or money order. If your accounts payable department requires an invoice before payment is issued, please contact the office at (800) 624-9458, extension 135.