

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • 800-624-9458 • www.acfchefs.org

**The Flat Fee:** includes application fee, self-study review fee and ALL evaluator travel expenses (travel, meals, mileage, local transportation, tips, tolls and any other site visit related expenses). **The only additional expense the school will incur, is the hotel accommodations for the evaluation team.** The school will be responsible for making and paying for hotel reservations. Additionally, a confirmation number for each evaluator will be required prior to each site-visit.

**a. Postsecondary School Flat Fee**

- \$4,500 - Renewing Schools
- \$5,250 - New Schools (\$4,500 Flat Fee, plus \$750.00 RKC's Documents Fee\* - \$250.00 for additional Program RKC's)

**b. Secondary School Flat Fee**

- \$2,500 - Renewing Schools
- \$3,000 – New Schools (\$2,500 Flat Fee, plus \$500 RKC's Documents Fee\* - \$250.00 for additional Program RKC's)

**Note:** The invoice for the flat fee will be sent to the school **180 days prior to the site visit.** The school **MUST** pay the invoice, in full, no later than **90 days PRIOR to the school's scheduled site visit.** Any school that is late with their payment will be assessed a late fee and will be subject to site-visit cancellation.

\*Required Knowledge and Skills Competencies (RKC's) are proprietary to the ACFEF-AC.

**Site-Visit Cancellation Fees:**

A cancellation penalty will be assessed on any program that cancels or postpones a scheduled site-visit **within 90 days of the site-visit.**

- \$1000.00 Postsecondary
- \$600.00 Secondary

Site-Visit Extension Request (must be approved by commission): \$100.00

Site-Visit Date Change: \$500.00

**Late Fees:**

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

**Annual Fees:**

Invoices of Annual Fees will be sent out in **November of each year.**

**Secondary Schools:** \$300 for the 1<sup>st</sup> Program, plus \$100 for each additional program

**Postsecondary Schools:** \$750 for 1<sup>st</sup> program, plus \$500 for each additional program

**Other Fees:**

\$50.00 for a duplicate Certificate

**All fees are non-refundable.** Per ACF policy, purchase orders are not accepted as a form of payment. Payment must be received in a form of a check, credit card or money order. If your accounts payable department requires an invoice before payment is issued contact office at 800-624-9458, ext. 235.