



# COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

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### Dates to Remember

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-Commission Meeting

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-Renewals due September Meeting

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## Commission Meeting Information

May 23, 2012 beginning at 9 a.m.

### [Mission Inn Resort & Club](#)

10400 County Road 48  
Howey-In-The-Hills, FL 34737  
(800) 874-9053

[Map](#)

Visit the Commission [website](#) for the agenda and to view the webcast.

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## Form 604, Selected Financial Data

On January 11, 2012, Form 604, Selected Financial Data, was incorporated into Commission Rule 6E-2.004. The purpose of this form is to collect the financial data used by the Commission members when making a decision on an institution's Application for Annual License or Annual Review. This form will assist the Commission in obtaining accurate information on which to base their decisions.

Form 604 is also used to collect the amount of tuition revenue generated in Florida. The data collected on tuition revenue enables the Commission to calculate the amount of Student Protection Fund fees due for nondegree institutions and to determine the type of financial statement that must be submitted with an institution's Application for Annual License or Annual Review.

All licensed institutions should provide this form to their certified public accountant (CPA) for completion. The information included on page one of Form 604 provides the CPA with critical instructions and definitions that must be followed. Failure to follow these instructions and definitions could result in your institution paying unnecessary fees to the Student Protection Fund. For example, tuition revenue reported on the form should not include refunds, should only include tuition on programs licensed by the Commission, and should only include tuition for Florida Students (See page one of the form for definition).

If you have any questions regarding this form please contact the Commission office.

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## Licensure Question and Answer

***How do I determine the amount of licensure fees I need to pay and how are those fees assessed?***

Rule 6E-4.001, Florida Administrative Code, is the Commission rule specifying the different types of licensure fees and the amounts that institutions are required to

pay. The Commission staff sends renewal reminder emails to institutions before the end of their annual review period. These emails are sent out 150 days prior to an institution's annual review date. These emails direct institutions to log into the Institution Login on the Commission's website. The Institution Login contains the amount of fees owed for annual review of the institution's license. It is critical that the Commission have the accurate email address for licensed institutions to ensure delivery of this important information.

Each institution must pay a Base Fee and a Workload Fee that are assessed at one of six levels. The level of assessment is based upon the Florida student enrollment reported for the previous fiscal year. For example, an institution that reported an enrollment of 150 students is at level 2 and would pay a \$1,000 Base Fee and a \$2,000 Workload Fee. Institutions must also pay a fee of \$50 per licensed program, not to exceed a total of \$500, when applying for and renewing an Annual License. Institutions that are Licensed by Means of Accreditation do not pay the program fee.

Since the fees are based on student enrollment, it is important that institutions submit their student data during the CIE Annual Data Collection's reporting period which begins October 1st and ends November 30th of each year. New forms developed for the 2011-2012 Annual Student Data Collection will be posted on the Commission's website by October 1st. Institutions that do not submit their data by November 30th will be assessed fees at the highest level. The fees will be adjusted after the institution enters the student data that was not submitted during the CIE Annual Data Collection.

All non-degree institutions are also required to pay a Student Protection Fund (SPF) fee in addition to Base and Workload fees. Non-degree institutions making an initial application for Provisional License must pay a \$500 fee to the Student Protection Fund. Non-degree institutions applying for or renewing their Annual License or License by Means of Accreditation pay a SPF fee equal to .0005 of their annual tuition revenue earned in Florida. For example, an institution that had \$150,000 in tuition revenue for its previous fiscal year would pay \$75 in SPF fees ( $\$150,000 \times .0005 = \$75$ ).

As of January 11, 2012, Form 604, Selected Financial Data, is available for the reporting of tuition revenue. This form, which can be found on the Commission's website, must be completed by the same independent certified public accountant who prepares the institution's financial statement. The information provided on this form will enable Commission staff to determine if the institution submits the correct SPF fee amount.

### ***Why do I have to mail applications to one address and the fees to another?***

Institutions must mail the original check and original fee transmittal form directly to the Department of Education's Comptroller in order for the fees to be deposited correctly. The Comptroller's address is printed on the fee transmittal form.

Make sure that each fee submitted to the Department of Education Comptroller is accompanied by the corresponding fee transmittal form. The Comptroller's office must have the completed fee transmittal form before the fees can be posted to the correct institution and credited to your application.

Institutions should mail all application materials directly to the Commission's office. The Commission's address is printed on the application form. Applications should be mailed by a method that can be tracked, and a copy kept on file at the institution.

Once the application arrives at the Commission's office, it will be logged into our database and reviewed by your Program Specialist. Each application must also contain a copy of the checks as well as copies of the fee transmittal forms that were sent to the Comptroller.

It is important to note that an application cannot be placed on an agenda until all

fees are paid. Please contact your Program Specialist if you have any questions about the payment of fees.

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## Commission Meeting Dates and Locations

### **May 23, 2012**

Howey-In-The-Hills

New Institution Applications Due: January 16, 2012

All Other Applications Due: February 16, 2011

### **July 18, 2012**

Lake Mary

New Institution Applications Due: March 18, 2012

All Other Applications Due: April 17, 2012