

## CIDA Fees

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### Payments

All checks should be made payable to the Council for Interior Design Accreditation in U.S. dollars and submitted to:

Council for Interior Design Accreditation  
206 Grandville Avenue, Suite 350  
Grand Rapids, MI 49503-4014

CIDA's federal identification number is: 38-3418645

### **Application Fee \$400 non-refundable**

A program seeking initial accreditation from CIDA is required to pay the application fee. This payment should accompany the application form, which must be submitted no later than one year in advance of scheduling a site visit. The application fee validates the application for a period of two years from the date of receipt by the CIDA office. After two years, a new Application Form must be submitted and the fee paid in order to maintain applicant status.

### **Annual Fee \$2,000 non-refundable**

#### **Late fee \$200**

An accredited program must pay an annual fee to maintain accredited status. The annual fee is invoiced for the calendar year after the year initial accreditation is granted. An accredited program must pay an annual fee even if the program is being re-visited during the calendar year for which the fee is charged.

Invoices for annual fees are issued before December 1 for the coming year, and payments are due January 1, or the first business day thereafter. Any program that fails to pay the annual fee by the last business day of January will be charged a late fee of \$200.

### **Appeal Fee \$5,000 non-refundable**

The appeal fee covers the cost of convening the appeal panel including duplication and distribution of all materials required by the panel. The cost of travel, meals, and lodging for appeal panel members is charged to the program after the panel concludes its work.

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## Site Visit Fees and Expenses

### **Administrative Fee \$3,000**

The administrative fee is charged for all site visits including interim visits and probationary reviews. The fee provides partial coverage of administrative costs associated with the process. Administrative fees are invoiced and must be paid in full prior to the scheduled site visit. Programs may request that the administrative fee be invoiced early, if necessary. For programs seeking initial accreditation, administrative fees are not charged until an application has been reviewed and accepted.

For programs seeking re-accreditation, site visit administrative fees are invoiced on the following schedule:

Fees for January and February visits are invoiced October 1, of the previous year.

Fees for March, April, and May visits are invoiced December 1, of the previous year.

Fees for September, October, November, and December visits are invoiced July 1, of that year.

Applicant programs seeking initial accreditation or candidacy must submit half (\$1,500) of the site visit administrative fee with the Request for Site Visit Dates Form in order to secure a space during a particular site visit season. This will be applied towards the total \$3,000 administrative fee assuming the site visit goes forward in the requested visit season. This fee is nonrefundable and cannot be applied towards the future submission of site visit dates after September 1 a year in advance of a fall visit and after January 1 a year in advance of a winter/spring visit.

If an accredited program withdraws from the accreditation process prior to confirming a site visit and accepting a visiting team, but has paid an administrative fee, 75% of the fee will be refunded. The program may request that any remaining funds be held on account if a site visit is to be scheduled within a year from the date of cancellation.

If an accredited program withdraws from the accreditation process after scheduling a visit, accepting a visiting team, and paying the administrative fee, 50% of the fee will be refunded if the cancellation occurs at least 90 days prior to the scheduled site visit. Under the same circumstances, if the cancellation occurs 60-90 days prior to the scheduled site visit, 20% of the fee will be refunded. The administrative fee will not be refunded for cancellations less than 60 days prior to the scheduled site visit. The program may request that any unexpended funds be held on account if a site visit is to be scheduled within a year from the date of cancellation.

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## Site Visitor Fee

### **\$700 per team member**

The site visitor fee covers the transportation expenses of the visiting team to and from the host city. The fee is invoiced to programs seeking re-accreditation with the administrative fee and to programs seeking initial accreditation according to the schedule outlined on page 2. The fee must be paid in full prior to the site visit. The fee is averaged at a cost of \$700 per team member. A typical accreditation review requires three site visitors resulting in a total site visitor fee of \$2,100. Interim visits and probationary reviews typically require only one or two site visitors, thus resulting in an adjusted site visitor fee.

Arrangements for travel to and from the site will be coordinated and direct-billed through the CIDA office or site visitors may make travel arrangements on-line and submit receipts to the CIDA office for reimbursement. In some instances, it may be necessary, or more economical, for the site visitors to rent a car in order to travel from the nearest airport to the host city. Under these circumstances, the visiting team must have prior approval from the CIDA office to rent a car.

Programs choosing a Monday – Thursday visit schedule also pay additional airfare expenses at cost (i.e., any amount over the fee invoiced to the program for each site visitor).

In the event an accredited program withdraws from the process and cancels the site visit, any amount unexpended for travel arrangements will be refunded to the program.

### **Visiting Team Expenses – at cost**

Once the visiting team reaches the host city, the program is responsible for all local transportation, including to and from the airport, lodging, and meals. Before the visit, the program head should advise the site visitors of arrangements made regarding payment of these expenses. **The preferred arrangement is for all on-site expenses to be paid by the program or direct billed to the program.** Dependence on site visitors' personal credit cards for payment of expenses is strongly discouraged.

**After the visit, site visitors submit all expenses related to the visit to CIDA for reimbursement.** CIDA reimburses the site visitors and in turn sends invoices with receipt copies to the program for those expenses related to the visit, including local transportation, lodging, and meals on site that may have been paid by the site visitors. All invoices must be paid in full prior to release of the Accreditation Report.

Also see Hosting the Visiting Team, CIDA Accreditation Policy and Procedure, Site Visit, page 3.

## **Questions About Fees and Expenses**

Please direct any questions regarding payment of fees and expenses to CIDA's office manager.