



Reminders for Payments

When making payments, please enter the institution's name as it is written in EDvera (rather than a parent company's name). This ensures each payment is credited to the correct institution.

If your institution requires an invoice, please be sure to submit **early** and communicate this request to your Regulatory Specialist so that fees are calculated correctly first.

GNPEC's online payment portal will no longer accept telecheck payments. Credit cards will be the only acceptable form of payment if choosing to pay online. Please note that there is a 3.25% service fee charge when using the online payment option.

Reminders for Renewals

Timely Renewal of Authorization:

Please be reminded that a complete Renewal of Authorization Application and applicable fees are due at least 60 days prior to your institution's authorization expiration date.

Submission of application and fee(s) after the due date but prior to 30 days before expiration will be assessed a

Agency Operations Update

Despite the evolving federal landscape, our agency's operations remain steady. It is business as usual—all application requirements, deadlines, and standards continue to apply as previously communicated. We appreciate your continued partnership and remain committed to supporting institutions and students of Georgia.

Commission Updates

Meeting Minutes: [May 19th Meeting](#)

Minimum Standard Updates:

The following updates to Minimum Standards 6 and 8 were approved:

Proposed Minimum Standards Update
May 19, 2025

Minimum Standard 8: Financial Viability

2. A Certified Public Accountant (CPA) prepared financial documentation, which may include an audit or review (as defined by Generally Accepted Accounting Principles), as required by the Executive Director, of the most recently completed fiscal year must be provided by institutions reporting gross tuition over \$1,000,000.

In lieu of a CPA-prepared audit or review, an institution may provide a bond or letter of credit ~~for 100% of gross reported tuition~~ if approved to do so by the Executive Director. **If approved by the Executive Director, the bond shall be in accordance with Policy 16: Surety Bond Requirements.**

Minimum Standard 6: Student Records

Student records must include the following:

- Attendance record or equivalent measure of progress;
- Ongoing grade records for current students;
- Transcripts for students that are no longer enrolled (graduated or withdrawn) reflecting courses taken with credit and/or grades earned;
 - The transcript must be held by the institution as a permanent record.
- Financial ledger;
- Previous education and training documents (e.g., high school diploma, GED, college transcripts, etc.) **For those educated outside the United States, additional documentation of education must be provided, including evaluation by a certified credential evaluation service;**
- Student Application and/or Enrollment Agreement.
 - GNPEC Student Disclosure Form required for unaccredited institutions.
 - Entrance exam results (if required).

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25% late fee on the Authorization and TGTF Fees, if applicable.

Submission of application and fee(s) within 30 days of the expiration will be assessed a 50% late fee on the Authorization and TGTF Fees, if applicable.

Automatic revocation of authorization will result if the Renewal of Authorization Application and all applicable fees are not received by the expiration date. Should the institution seek to regain authorization, it must apply as a new institution (Initial Authorization Application) including being subject to all appropriate fees and bonding requirements.

Upcoming Events

[Renewal Applicant Training \(Virtual\) - June 10 from 10:00-11:30 AM](#)

School Spotlight

Have a success story you would like to share?

Please complete our [School Spotlight form](#)! Each month, we will be highlighting institutions who are making a positive impact on Georgia students.

Schedule of Fees Updates:

The Commission also approved increases to some fees (as of July 1, 2025). The approved updates are highlighted in red:

Name	Description	Type of Fee	Amount	Fee Change
Application Evaluation Fee	<p>This fee is assessed to cover the evaluation of an application for authorization of an institution seeking initial authorization, for an institution seeking an "Other Exemption" Application, an Initial Religious Exemption Application, and a Renewal Religious Exemption. This fee must be made in advance of the review of the application and made payable to NPEC.</p> <p>The renewal application evaluation late fee is assessed if a first-time renewal of authorization applicant or other renewal of authorization applicant, as determined by the executive director, fails to attend authorization renewal training at least 60 days prior to their expiration date. The renewal application will not be approved if the fee is not paid, if applicable. A late fee is assessed for failure to submit a complete renewal application, including all fees, 60 days prior to the expiration date on the Certificate of Authorization. The late fees will be as follows:</p> <ul style="list-style-type: none"> 25% of Authorization Fee for applications or fees submitted late but prior to 30 days before expiration; 50% of Authorization Fee for applications or fees submitted late and within 30 days of expiration date <p>An "Other Exemption" application late fee is assessed if the application renewing the exemption is not submitted at least 30 days prior to expiration. For all "Other Exemption" applicant institutions, the \$150 application fee is also required to be submitted prior to the due date.</p>	Nondegree-granting institution	\$1,500	\$2,000
		Degree-granting institution	\$3,000	\$4,000
		Renewal application evaluation late fee	\$250	\$300 for missed training; percentage of authorization fee for late applications
		"Other Exemption" application	\$150 (\$100 late fee for applicable applications)	\$200 (\$100 late fee for applicable applications)
		Initial Religious Exemption Application Fee	\$500	\$600
Application Evaluation Fee (continued)	<p>NOTE: Institutions not accredited by an accrediting body recognized by the United States Department of Education are limited to two new program applications included in the Application Evaluation Fee, as long as the programs are within the same scope, as determined by the commission. The Program Evaluation Fee will apply to each additional program beyond the two, or to programs outside of the programmatic scope as determined by the commission. Accredited institutions are limited to ten new program applications included in the Application Fee. The Program Evaluation Fee will apply to each additional program beyond the ten.</p> <p>If an adverse action has been taken against an institution by the agency in the past, the application evaluation fee for the institution and/or the principal(s) named in the action shall be double the Commission-approved application evaluation fee.</p>	Religious Exemption Application Fee	\$150 (\$100 late fee for applicable applications)	\$200 (\$100 late fee for applicable applications)
Program Evaluation Fee	<p>The program review fee is assessed for evaluation of the curriculum/content for each new or substantively changed program of instruction at an already authorized institution or for initial applicants seeking approval for programs exceeding the allotted number during the initial authorization process. Fee must be made payable to NPEC.</p> <p>The FVA fee is assessed to conduct a financial review of the audited financial statements and/or NPEC Financial Statement submitted by the institution. A late fee is assessed on applicable exemption applications if the annual application and FVA fee are not submitted prior to the due date.</p> <p>An additional fee is assessed in the event a site visit, in-person or virtual, is required outside of the normal renewal of authorization application schedule, such as in the event of an application for a new allied health-related program that would require a site visit to ensure facilities and equipment meet the requirements of the course. This fee would also apply to extra visits related to corrective action plans or adverse actions, or for site visits missed due to the failure of the institution to attend a scheduled site visit. This also includes the inability of the person hosting the site visit to perform all the required functions of the visit such as not having access to the facility, its records, etc. In the event a site visit must be rescheduled, 24-hour notice must be given, or the institution might be subject to this fee.</p>	Program Review	\$800	\$1,000
		Financial Viability Assessment	\$500 (\$100 late fee for applicable applications)	\$600 (\$150 late fee for applicable applications)
		Site Visit	\$200	\$300
Degree Elevation Fee	This fee is assessed for the elevation to each degree level.		\$1,000	\$2,000
Tuition Guaranty Trust Fund (TGTF) Fee	This fee is assessed to offer a financial safety net for students in the case of a school closing. The TGTF Fee is calculated based on 1/10 of one percent of estimated tuition and fees minus refunds. In the Initial Authorization Application, this is based on projected tuition and fees. For campuses located in Georgia this	Degree and Non-degree Granting Institutions:		
		Minimum annual fee	\$200	\$250

DBA (“doing business as”) Requirement:

If your institution’s name is different than what is registered with the Georgia Secretary of State’s office, a DBA document will be required with each Renewal of Authorization Application. All applicants must have their operating name either registered with the GA SOS’s office or have a DBA document by July 1, 2025.

Minimum Standard of the Month

The Minimum Standards provide specific criteria for compliance with the standards set forth in Georgia law. These standards are applied equally to all institutions authorized by GNPEC or seeking to get authorized by GNPEC.

Minimum Standard 12 contains guidelines for institutions’ refund policies as well as information about nonrefundable fees.

Standard 12: Refund Policy

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(12)

The institution must have a clear refund policy to ensure students' access to reasonable refunds for tuition and fees paid for programmatic offerings for uncompleted programs.

1. An institution that is accredited by a United States-based accrediting association recognized by the United States Secretary of Education may use its own refund policy:
 - a. The institution specific refund policy must be submitted annually to GNPEC.
 - b. GNPEC reserves the right to require any institution to adopt the GNPEC policy if sufficient student complaints occur relative to an existing accredited institution's refund policy and the GNPEC policy is more lenient toward the student.
2. Unaccredited institutions (12.1 above does not apply) are required to adhere to the following guidelines:
 - a. The refund policy must be included as part of the institutional enrollment agreement and catalog.
 - b. The refund policy must include steps for requesting refunds, and it must require submission in writing.
 - c. Tuition and fees must be refunded at a prorated amount, based on the percentage of paid segment completed, should the student withdraw before 50% completion of the course/program.
 - d. The institution must use a withdrawal form to document the withdrawal process. In the case of an administrative withdrawal, the institution must document that it has notified the student that they have been withdrawn from the course/program and issue any refund owed to the student based on the refund schedule described above.
 - e. The institution must refund students within 45 days of withdrawal.
 - f. Non-Refundable Fees for Unaccredited Institutions:
 - i. A nonrefundable Application Fee of up to \$150 is permitted if it is listed as nonrefundable in the enrollment agreement and catalog. No other administrative fees may be listed as nonrefundable.
 - ii. Nonrefundable fees for goods and/or services provided by third-party vendors purchased on behalf of the student are permitted if the institution is not able to reuse the equipment or cancel the service.