

To: New Jersey Institutions of Higher Education
From: Eric Taylor, Director of Licensure
Date: April 27, 2022
Subject: Licensure Fee Schedule

Pursuant to N.J.S.A. 18A:68-3(b), the Office of the Secretary of Higher Education (OSHE) has released a [fee schedule](#) for licensing procedures. The initial fee schedule went into effect on April 11, 2022.

Please click [here](#) for more information about licensing fees.

**OFFICE OF THE SECRETARY OF HIGHER EDUCATION
LICENSURE FEE SCHEDULE PURSUANT TO N.J.S.A. 18A:68-3**

PETITION SUBMISSION FEES

Payable upon submission

In-State Independent or In-State Religious Institutions		Out-of-State Public, Independent or Religious Institutions	
ENROLLMENT	FEE	ENROLLMENT	FEE
1,000 or fewer	\$1,000.00	Programs designed as dual enrollment or high school enrichment	\$25.00
1,001 to 5,000	\$5,000.00	1,000 or fewer	\$4,000.00
5,001 to 10,000	\$10,000.00	1,001 to 5,000	\$8,000.00
10,001+	\$15,000.00	5,001 to 10,000	\$13,000.00
		10,001+	\$18,000.00

In-State Proprietary Institutions		Out-of-State Proprietary Institutions	
ENROLLMENT	FEE	ENROLLMENT	FEE
1,000 or fewer	\$7,000.00	1,000 or fewer	\$10,000.00
1,001 to 5,000	\$11,000.00	1,001 to 5,000	\$13,000.00
5,001 to 10,000	\$16,000.00	5,001 to 10,000	\$19,000.00
10,001+	\$21,000.00	10,001+	\$24,000.00

1. Enrollment is defined as either the institution's total registered headcount as of the September 30th preceding submission of the licensure petition or, for institutions that have not commenced enrolling students, the anticipated total registered headcount at the institution at the beginning of the third year of higher education programming.
2. Fees outlined herein do not include consultant fees. Institutions are responsible for consultant fees (N.J.S.A. 18A:68-3(c)). Currently, the consultant honorarium is set at \$2,000.00 per consultant.
3. Fees outlined herein do not include incidental or consequential costs associated with site visits. Institutions are responsible for site visit costs and related reasonable out-of-pocket expenses incurred by either consultants or OSHE (N.J.S.A. 18A:68-3(c)).

**COURSE AND
ACADEMIC DEGREE PROGRAM REVIEW FEES**

The fees below are for each program, course, certificate, and diploma submitted with the licensure petition.

PROGRAM	FEE
Programs designed as dual enrollment, high school enrichment	\$25.00
Per course (if not offering entire program)	\$100.00
Certificate or Diploma	\$500.00
Associate's program	\$750.00
Bachelor's program	\$1,000.00
Master's or Specialist program	\$2,000.00
Doctoral program	\$5,000.00

INITIAL LICENSING FEES AND ANNUAL LICENSING FEES

In-State Institutions/All Dual Enrollment Programs		
Fee Type	Enrollment	Fee
Programs designed as dual enrollment, high school enrichment		\$25.00 Initial licensure fee \$25.00 Annual licensure fee
Initial licensure fee – payable upon approval	1,000 or fewer	\$500.00
	1,001 to 5,000	\$1,000.00
	5,001 to 10,000	\$5,000.00
	10,001+	\$10,000.00
Annual licensure fee – payable annually beginning the second year of licensure period until the institution obtains full accreditation from an accrediting body recognized by the U.S. Secretary of Education.	1,000 or fewer	\$250.00
	1,001 to 5,000	\$500.00
	5,001 to 10,000	\$2,500.00
	10,001+	\$5,000.00

Out-of-State Institutions		
Fee Type	Enrollment	Fee
Initial and renewal licensure fee – payable upon approval	1,000 or fewer	\$2,000.00
	1,001 to 5,000	\$5,000.00
	5,001 to 10,000	\$10,000.00
	10,001+	\$15,000.00
Annual licensure fee – payable annually beginning the second year of licensure period.	1,000 or fewer	\$1,000.00
	1,001 to 5,000	\$2,500.00
	5,001 to 10,000	\$5,000.00
	10,001+	\$7,500.00

REPORT SUBMISSION FEES AND MISCELLANEOUS FEES

FEE TYPE	FEE
Out-of-State Institution annual report per <u>N.J.A.C. 9A:1-5.4</u>	\$500.00
Out-of-State Institution formal request for additional instructional sites per <u>N.J.A.C. 9A:1-5.5</u>	\$1,000.00
Out-of-state institutions with no physical presence in NJ, only offering NJ residents college credit-bearing distance learning (non- NC-SARA members only) per <u>N.J.A.C. 9A:1-7.4</u>	\$1,000.00 per course, or \$10,000.00 per program
Petition to change programmatic mission per <u>N.J.A.C. 9A:1-2.9</u>	\$1,000.00
Expedited change of programmatic degree level/mission request per <u>N.J.A.C. (9A:1-2.9(d)</u>	\$500.00
Petition-of-Intent, Proposal for University Status per <u>N.J.A.C. 9A:1-3.5</u>	\$1,000.00
Notice - Name change per <u>N.J.A.C. 9A:1-1-3(l)</u> Notice - Change of main campus location per <u>N.J.A.C. 9A:1-1.3(m)</u> Notice – Change in ownership per <u>N.J.A.C. 9A:1-4.2</u>	\$500.00
Amendments or changes to existing submissions	\$500.00

BRANCH CAMPUS/ADDITIONAL LOCATION PLAN FEES

N.J.A.C. 9A:1-6.2 through 6.4

BRANCH CAMPUS OR ADDITIONAL LOCATION FOR PUBLIC RESEARCH UNIVERSITY OR STATE COLLEGE WITHIN NEW JERSEY	
FEE	\$1,000.00

BRANCH CAMPUS OR ADDITIONAL LOCATION FOR PUBLIC RESEARCH UNIVERSITY OR STATE COLLEGE OUTSIDE NEW JERSEY	
FEE	\$2,000.00

BRANCH CAMPUS OR ADDITIONAL LOCATION FOR INDEPENDENT INTITUTION WITHIN NEW JERSEY	
FEE	\$500.00