NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION

NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION (OSHE)

Fee Schedule

NOTE: All fees are non-refundable

Payable upon submission.

Enrollment is based on Total Institution

Petition Submission Fees

In-State Independent or In-State Religious		Out-of-State Public, Independent or Religious	
ENROLLMENT	FEE	ENROLLMENT	FEE
1,000 or LESS	$1,000	Programs designed as dual enrollment, high school bridge	$25
1,001 to 5000	$5,000	1,000 or LESS	$4,000
5,001 to 10,000	$10,000	1,001 to 5000	$8,000
10,001 and over	$15,000	5,001 to 10,000	$13,000
		10,001 and over	$18,000

In-State Proprietary		Out-of-State Proprietary	
ENROLLMENT	FEE	ENROLLMENT	FEE
1,000 or LESS	$7,000	1,000 or LESS	$10,000
1,001 to 5000	$11,000	1,001 to 5000	$13,000
5,001 to 10,000	$16,000	5,001 to 10,000	$19,000
10,001 and over	$21,000	10,001 and over	$24,000

Academic Degree Program and Course Review Fees

PROGRAM	FEE
Programs designed as dual enrollment, high school bridge	$25
Per course if not offering entire program	$100
Certificate or Diploma	$500
Associate's program	$750
Bachelor's program	$1000
Master's or Specialist program	$2,000
Doctoral program	$5,000

Initial and Annual Licensing Fees

In-State Institutions		
Fee Type	**Enrollment**	**Fee**
Initial licensure Fee – **payable upon approval**	1,000 or less	$500
	1,001 to 5000	$1,000
	5,001 to 10,000	$5,000
	10,001 and over	$10,000
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 US Secretary of Education.**	1,000 or less	$250
	1,001 to 5000	$500
	5,001 to 10,000	$2,500
	10,001 and over	$5,000

Initial and Annual Licensing Fees (cont.)

Out-of-State Institutions/All Dual Enrollment		
Fee Type	**Enrollment**	**Fee**
Programs designed as dual enrollment, high school bridge		$25 Initial licensure fee $25 Annual licensure fee
Initial and renewal licensure Fee – **payable upon approval**	1,000 or less	$2,000
	1,001 to 5000	$5,000
	5,001 to 10,000	$10,000
	10,001 and over	$15,000
Annual licensure Fee – **payable annually beginning the second year of licensure period**	1,000 or less	$1,000
	1,001 to 5000	$2,500
	5,001 to 10,000	$5,000
	10,001 and over	$7,500

Reports and Miscellaneous Fees

FEE TYPE	FEE
Out of State Institution Annual report N.J.A.C. 9A:1-5.4	$500
Out of State Institution Formal request - Additional instructional sites N.J.A.C. 9A:1-5.5	$1,000
Out-of-state institutions with no physical presence, offering NJ residents no other programs except for college credit-bearing distance learning (non NC-SARA members only) N.J.A.C. 9A:1-7.4	$1,000 per course, or $10,000 per program
Petition to change programmatic mission N.J.A.C. 9A:1-2.9	$1,000
Expedited change of programmatic degree level/mission request N.J.A.C. (9A:1-2.9(d)	$500
Petition-of-Intent, Proposal for University Status N.J.A.C. 9A:1-3.5	$1,000
Notice - Name change N.J.A.C. 9A:1-1-3(l) Notice - Change of main campus location N.J.A.C. 9A:1-1.3(m) Notice – Change in ownership N.J.A.C. 9A:1-4.2	$500
Submission amendments and/or changes	$500

Branch Campus Fees

BRANCH CAMPUS PUBLIC RESEARCH UNIVERSITY OR STATE COLLEGE WITHIN NEW JERSEY	
FEE	$1,000

BRANCH CAMPUS OR ADDITIONAL LOCATION PUBLIC RESEARCH UNIVERSITY OR STATE COLLEGE OUTSIDE NEW JERSEY	
FEE	$2,000

BRANCH CAMPUS OR ADDITIONAL LOCATION INDEPENDENT INTITUTION WITHIN NEW JERSEY	
FEE	$500

All submissions are only considered complete once the appropriate fee(s) have been received. Fee submissions must be sent with tracking and the completed memo template attached. Please send all fee submissions to the address below.

Office of the Secretary of Higher Education (OSHE)
Attn: Licensure / Dr. Adrian Wright
1 John Fitch Plaza, 10th Floor
PO Box 542
Trenton, NJ 086025

Consultant Fees

INITIAL & RENEWAL LICENSURE APPLICATIONS	
BASE FEE	$5,000
INCREMENTAL FEE	$1,000

CHANGING PROGRAMMATIC MISSION	
FEE	$3,000

EXCEEDING PROGRAMMATIC MISSION	
FEE	$2,000 Virtual
FEE	$2,500 In-Person

UNIVERSITY STATUS	
FEE	$10,000

Base consultant fee of $5000 (Base fee rate includes consultant review of one (1) academic degree program, or one (1) certificate program, or courses, either offered separately or included within a program where the credential is not conferred in New Jersey.

Incremental consultant fee rate of $1000 for each additional academic degree program or certificate program.

All consultant fees are paid directly to the consultant by the institution once approved by the NJ Office of the Secretary of Higher Education (OSHE) through a Memorandum of Understanding (MOU).