



## **Application and Payment Terms and Conditions for IC3 Institute Accreditation**

1. Please read these Terms and Conditions and the Accreditation Section of our website carefully.
2. The IC3 Institute accredits only career and college counseling offices in high schools and should not be considered an accreditation of other infrastructure or the academic curriculum of the school.
3. The administrative fee for the IC3 Accreditation is 480 USD and is non-refundable.
4. The fee applies to one school campus. In the case of a group of schools, each campus must pay a separate and equal administrative fee.
5. The administrative fee does not cover the cost of the school visit of the evaluator. The school will pay the cost of travel and any other logistical arrangements needed for the evaluator visit.
6. Payment of the fee does not guarantee accreditation to the school. The fee covers the administration of the application and evaluation process only.
7. The administrative fee only covers this accreditation application and process and does not include applications for renewal.
8. Accreditation is subject to the school's qualifying for accreditation pursuant to the specific criteria set forth in the Manual for School Evaluation, and this will include dedication of school personnel to the process. The school will be accredited only if it successfully meets the criteria of accreditation in the discretion of the evaluator and the IC3 Institute Accreditation Panel, after conducting the due process, the evaluator's visit report, and a final review by the IC3 Institute Accreditation Panel.
9. To the extent any such information is confidential, the school shall keep the processes, parameters of evaluation, and other data or information exchanged in the accreditation process strictly confidential.
10. If accreditation is granted, the initial date of accreditation shall be considered the first of the calendar month after the date set forth on the notice sent to the school relaying the determination to award the accreditation. This date will also be carried on the certificate issued to the school.
11. The validity and duration of the accreditation is three years from the date of accreditation. The school must submit an annual report after the completion of the first year after accreditation, no later than thirteen (13) calendar months from the initial date of accreditation, and also the second year after accreditation, no later than twenty five (25) calendar months from the initial date of accreditation, with evidential support and a certification that the accredited standards set forth on the Accreditation Section of our website and in the manual, as may be revised, are being maintained.
12. The renewal process, after three years from the initial accreditation, will require a payment of the then current administrative fee, as the entire accreditation process, in accordance with then current standards in effect at such time, will be conducted again.

13. If a school does not meet the minimum criteria for accreditation and is not granted accreditation, it may reapply for accreditation after six (6) calendar months from the date of rejection. Re-application will require re-payment of the administrative fee for repeating the assessment process.
14. A school can apply for reconsideration of its level of accreditation (see page <https://ic3institute.org/ic3-accreditation/>) regarding accreditation levels and criteria), after a minimum of six (6) calendar months from the initial date of accreditation. An additional administrative fee of 250 USD will be charged for administering the reconsideration process. Payment of the additional fee does not guarantee advancement to the next level of accreditation.