

NEW MEXICO HIGHER EDUCATION DEPARTMENT

MICHELLE LUJAN GRISHAM
GOVERNOR



CARMEN J. LÓPEZ, ED.D
DEPUTY CABINET SECRETARY

STATE AUTHORIZATION FEES (INSTITUTIONS WITH PHYSICAL PRESENCE IN NEW MEXICO) EFFECTIVE DATE 04/01/2020

FEE TYPE	NON-REFUNDABLE FEE AMOUNTS	
CLAIM FOR EXEMPTION		
Administrative Fee <i>(five year renewal cycle)</i>	Due upon online submission of application	\$300
FEES FOR NATIONALLY OR SPECIALIZED ACCREDITED INSTITUTIONS		
Annual Administrative Fee	Due upon online submission of application	\$500
1st Year Provisional Application Fee	Due upon application approval	\$1000
Renewal Application Fee <i>(annual renewal cycle)</i>	Due upon application approval	
	<ul style="list-style-type: none"> • Greater than \$1,000,000 annual gross tuition revenue • \$500,000/\$999,999 annual gross tuition revenue • \$250,000/\$499,999 annual gross tuition revenue • \$50,000/\$249,999 annual gross tuition revenue • Less than \$50,000 annual gross tuition revenue 	\$5,000 \$3,000 \$2,000 \$1,000 \$500
Annual Reporting Administrative Fee	Due at time of online data submission	\$100
FEES FOR NON-ACCREDITED INSTITUTIONS		
Annual Administrative Fee	Due upon online submission of application	\$500
1st Year Provisional Application Fee	Due upon application approval	\$1000
Renewal Application Fee <i>(annual renewal cycle)</i>	Due upon application approval	
	<ul style="list-style-type: none"> • Greater than \$1,000,000 annual gross tuition revenue • \$500,000/\$999,999 annual gross tuition revenue • \$250,000/\$499,999 annual gross tuition revenue • \$50,000/\$249,999 annual gross tuition revenue • Less than \$50,000 annual gross tuition revenue 	\$5,000 \$3,000 \$2,000 \$1,000 \$500
Annual Review Committee Administrative Fee	Due upon review of application by committee	\$100
Annual Reporting Administrative Fee	Due at time of online data submission	\$100

FEE TYPE	NON-REFUNDABLE FEE AMOUNTS	
FEES FOR REGIONALLY ACCREDITED INSTITUTIONS		
Administrative Fee	Due upon online submission of application	\$500
Application Fee (<i>renewal cycle is based on the accreditation reaffirmation date set by the accreditor</i>)	Due upon application approval <ul style="list-style-type: none"> • Greater than \$500,000 annual gross tuition revenue \$5,000 • \$250,000-\$499,999 annual gross tuition revenue \$4,000 • Less than \$249,999 annual gross tuition revenue \$3,000 	
Annual Reporting Administrative Fee	Due at time of online data submission	\$500
ADMINISTRATIVE FEES FOR SUBSTANTIAL INSTITUTIONAL CHANGES		
Change in Program(s)	Due upon online submission of application	\$300
Change in Location(s)	Due upon online submission of application	\$300
Change in Organizational Structure / Ownership / Name(s)	Due upon online submission of application	\$300
Opening a new branch location(s) in New Mexico	Due upon online submission of application	\$300
Closing a branch location(s) in New Mexico	Due upon online submission of application	\$300
APPLICATION FEE FOR PRIVATE OUT-OF-STATE POST-SECONDARY INSTITUTIONS ACTIVELY RECRUITING NEW MEXICO STUDENTS		
Annual Designation of Institution Administrative Fee	Due upon online submission of application (fee per location)	\$ 500
Annual Designation of Institution Application Fee	Due upon application approval (fee per location)	\$ 500
DESIGNATION OF AGENT ADMINISTRATIVE FEE		
Annual Designation of Agent Fee	Fee is per agent	\$200
ILLEGAL ACTIVITY PENALTY FEES		
Late Application Submission	Institutions that do not submit a renewal application, annual report or requested response by or before a listed due date may be assessed up to \$500 per day per violation.	