

AMERICAN BAR ASSOCIATION
 STANDING COMMITTEE ON PARALEGALS
 321 North Clark Street
 Chicago, Illinois 60654-7598
 (312) 988-5618

ABA Approval Process Statement of Fees

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| Approval Application Fee | \$2,500.00 | Paid at time the self-evaluation report for initial approval is submitted |
| Reapproval Application Fee | \$1,750.00 | Paid at time the self-evaluation report for reapproval is submitted |
| Annual Fee | \$1,500.00 (Effective January 1, 2018) | Paid annually by approved programs. Programs are billed directly on or about February 1. Fee is due on or before May 1. Annual fee is NOT paid in calendar year in which a self-evaluation report for reapproval is submitted. |
| Late Fee | \$250.00 | Assessed when an approved program fails to apply for reapproval or pay the reapproval application fee by the due date, fails to submit interim report by the due date or fails to pay the annual fee by the due date. |
| Reprocessing Fee | \$500.00 | Fee imposed on approved programs that submit self-evaluation or interim reports that require extensive substantive revisions resulting in multiple reviews of the report. |
| Sanction Fees | \$500.00 -- Warning \$750.00 -- Probation \$1,000.00 -- Order to Show Cause | Fees imposed on programs that are sanctioned under Section G-105 of the ABA Guidelines for the Approval of Paralegal Education Programs |
| Continued Deferral Fee | \$250.00 | Fee imposed when a program's reapproval is deferred two or more times due to noncompliance with the ABA Guidelines for the Approval of Paralegal Education Programs. Fee is imposed by the Approval Commission, which will consider the reason for the deferral and the response of the program to the initial deferral before imposing the fee. |
| Follow-Up Site Visit or Special On-Site Visit Administrative Fee | \$500.00 | Fee imposed when a program's reapproval is deferred and a follow-up site visit is required or a program is subject to a special visit due to major changes or noncompliance. Fee is in addition to the required reimbursement of expenses incurred by the site team. |
| Substantive/Major Change Fees | \$250.00 -- Ownership and/or Financial Support \$250.00 -- Reporting New Program Director \$250.00 -- Cessation of Program Option \$500.00 -- New Program Option \$500.00 -- Additional/New Location \$500.00 -- Program Ceasing Operation or Requesting Voluntary Withdrawal of ABA Approval \$750.00 -- Substantial Curriculum Change | Fee imposed on programs submitting changes pursuant to G-104.M.1 of the ABA Guidelines for the Approval of Paralegal Education Programs. Fee is paid at the time the Substantive/Major Change Report Form is submitted. |
| Violations Relating to Honesty and Candor (G-104.D and G-501.A) | \$500.00 | ABA approved paralegal education program are required to exhibit honesty and candor. Programs violating these standards will be sanctioned. Increased sanctions will be imposed for each subsequent violation. |
| Payment of Fees | Any approved program subject to late fees, reprocessing fees, follow-up site visit administrative fees, sanction fees or continued deferral fees must submit such fees within thirty days of notification of the imposition of the fee. If the program does not pay a required fee within sixty days, the program is subject to sanctions including withdrawal of approval under G-105. | |