Appendix C

Fee Structure

I. Registration Fees
1. Basic Registration setup fee - $250
2. Registration setup with management – $500
   - Financial Management, multiple fronts needed, etc.

II. Additional Fees
- (Pricing in addition to "Registration setup with management" fee above)

1. Large Conference/Event (100+ participants) - $500
2. CEU granting Event - $250
3. CEU Awards/Transcripts - $30 / participant

III. Accommodation/ Event Planning Fees
- (Pricing in addition to any fees above)

1. Arranging for speakers, their travel, audio-visual, and other instructional needs - $100
2. Setting up the promotion and marketing activities for the program – Fee dependent on eLearning Marketing's estimates.
3. Arranging for accommodations where housing is required and for food service where regular and/or special meals may be required - $100
4. Arranging for the physical facilities in which the program will take place (e.g., classroom space, banquet facilities, conference centers, etc.) - $200
5. Organizing tours, social functions, special events, transportation entertainment, and guest programs - $250
6. Arranging for the duplication of handouts or course notes and ordering any textbooks - $100 + costs of printing

IV. Blackboard Fees
- (Pricing in addition to any fees above)

1. Blackboard Usage Fee - $50/per CE student

V. Costa Rica Fees
1. Blackboard Usage Fee - $100/ per CE student
2. CEU Awards/Transcripts - $75/per student
3. Academic Partnership - $150/per student
4. Office of International Affairs - $50/per student
5. Course Design - $175