

Accreditation Fees Policy

Owner: Accreditation
Revision: 1.0
Date of Issue: 29 October 2025

1. Purpose

To establish the fee structure for accreditation services provided by the Australian Nursing and Midwifery Accreditation Council (ANMAC), ensuring transparency and fairness in the fees charged.

2. Scope

This policy applies to all education providers that deliver or seek to deliver an education program that leads to registration or endorsement as a nurse or a midwife either:

- applying for accreditation of a program of study; or
- with an accredited program of study.

The policy applies to all activities related to the accreditation, modification, and ongoing monitoring of programs of study.

3. Policy statement

ANMAC is committed to ensuring that its fee structure is fair, transparent, and sufficient to effectively and efficiently conduct ANMAC accreditation operations. The fees are based on a cost recovery model and ensure financial sustainability of ANMAC.

ANMAC will review the accreditation fees annually in line with Consumer Price Index (CPI).

4. Key definitions

TERM	DEFINITION
Monitoring fee	Is the fee charged by ANMAC annually for ongoing accreditation of a program of study
Assessment fee	Is the fee charged by ANMAC for a full assessment both a cyclic accreditation assessment or a new program.
Campus	Any location that an accredited program of study is delivered from in full or part. This may include clinical learning or simulation sites. Online programs will be attached to the location the program is managed from.
Complexity	The level of difficulty and resource-intensive nature of the accreditation process for a particular program. Complexity can be influenced by several factors, including the number of campuses involved, the scope of the program (e.g., whether it is a single program or includes multiple disciplines), the degree of alignment with accreditation standards, and the level of detail required in the evaluation process.
Consumer Price Index	Is a quarterly measure of inflation published by the Australian Bureau of Statistics
New campus	Is a campus that an education provider has not conducted the program at before, even though other programs may be accredited at that location.
New program	Means any nursing or midwifery education program than an education provider has not previously delivered or where a previously accredited education program, has not been conducted for a period greater than one year.
Modification fee	Is the fee charged by ANMAC for modifications or changes to a program of study.
Site visit	Is where ANMAC conducts a visit to a campus either in person or virtually in relation to a program assessment, monitoring or response to a complaint.

5. Policy details

5.1 Fee setting principles

The following principles govern the fee setting for ANMAC Accreditation Services.

ANMAC fee setting aims to promote consistency, transparency and accountability for fees charged.

The fees charged by ANMAC are reasonable and proportionate to the cost of the services being provided to education providers.

5.2 Fees

Monitoring fee

All active (including those in teach-out) accredited programs will be subject to an annual monitoring fee. The annual monitoring fee is issued on a set date each year. New programs that commence during a Financial Year will be charged a pro-rata amount of the annual monitoring fee. The annual monitoring fee is based on the risk assessment of each program of study. Programs of study assessed by ANMAC as high risk incur a higher annual fee than programs of study assessed as low risk.

Programs in teach out will continue to have the monitoring fee applied until all students have completed the program.

Base and additional campus accreditation fees

Program accreditation fees include a base fee, that includes the accreditation of up to two campuses. Education providers with more than two campuses will incur an additional accreditation assessment fee.

Modification fee

Education providers seeking a modification or change to an accredited program of study are required to pay a program modification fee. Work will not commence on the assessment of a program modification until this fee is paid.

New campus accreditation fee

If an education provider applies to add a new campus to an accredited program of study outside of the regular program accreditation process, a program change fee will apply.

Non-payment of fees

Work will not commence on an accreditation submission until the required fees are paid. Non-payment of the monitoring fee may result in ANMAC taking action against the education provider.

Refunds for withdrawn program accreditation applications

If the education provider withdraws their accreditation application a refund may be issued based on the percentage of work already completed. The refund will be calculated in relation to the work completed and income recognised up to the point of withdrawal. However, no refund will be provided once the site visit has been conducted, as this constitutes 80% of the work completed.

Refund approval

Any refund request will require approval from the Chief Executive Officer (CEO) of ANMAC.

Fee waiver or reduction in fees

An education provider may apply for a reduction or waiver of part of the accreditation fees where a special or unusual circumstance exists that would make the fee unreasonable or inequitable. All applications for fee adjustments or waivers must be made to the ANMAC CEO and will be assessed on a case-by-case basis. Accreditation fees may be adjusted or waived in the following situations:

- Where the education provider demonstrates a clear commitment to the delivery of a program in a specific area of need (rural or remote areas) and the cost of the accreditation fees would make the delivery of the program unviable or reduce the availability of the program.
- Where an education provider demonstrates financial hardship due to extenuating circumstances for example a natural disaster or unexpected event that substantially impacts the education providers facilities.

Fee increases

ANMAC will increase fees annually in line with CPI.

Fee schedule

ANMAC will publish a fee schedule on its website annually and update from time to time.

Payment plans

ANMAC does not offer payment plans. All fees must be paid in full within the specified terms.

5.3 Application of additional fees /complexity

In the context of accreditation of programs of study, **complexity** refers to the level of difficulty and resource-intensive nature of the accreditation process for a particular program. Complexity can be influenced by several factors, including the number of campuses involved, the scope of the program (e.g., whether it is a single program or includes multiple disciplines), the degree of alignment with accreditation standards, and the level of detail required in the evaluation process. The level of risk identified in the accreditation, modification, and ongoing monitoring of any programs will also be included in the assessment of complexity. This can impact the amount of time, expertise, and administrative effort required to complete the accreditation process, which in turn affects the fee structure.

5.2.1 Example of complexity in accreditation assessment:

- **Example 1: Standard program accreditation assessment**

A single-campus program that follows a standard curriculum with minimal modifications or unique features may be straightforward to assess. The accreditation process for this program would typically involve a base fee covering the site visit, documentation review, and evaluation of compliance with standards. The complexity is low, and only the base fee would apply. This would include programs that are rated low risk.

- **Example 2: Multi-Campus program accreditation assessment**

A program that operates across multiple campuses with diverse delivery methods (e.g., in-person, online, hybrid) and varied curriculum offerings would be more complex. Each campus needs to be evaluated for its adherence to the accreditation standards, requiring additional resources, including more extensive site visits and greater review of program consistency across sites. In this case, the base fee would cover the first two campuses, but additional fees would be charged for each extra campus based on the increased complexity of the accreditation process.

- **Example 3: Program change or new accreditation request**

A program that requires a significant curriculum overhaul or the introduction of a new campus that offers unique programs not previously covered by the accreditation process would also increase the complexity of the assessment. Additional fees apply because of the increased time needed for assessing these changes, and a program change fee will be charged as part of the accreditation update process.

The complexity of the accreditation process directly impacts the fee application, as more resources, time, and effort are required to evaluate and accredit programs with greater complexity. This can result in additional fees or charges for extra campuses, new changes, or more detailed evaluations.

Additional fees will be applied in line with the fees published on the ANMAC website.

6 Roles and responsibilities

The CEO has overall responsibility for the fee structure and for decisions related to fees charged in line with this policy.

Name of the Policy	Accreditation Fees Policy
Policy Number	POLS2022ACCxxx
Description of Policy	This policy describes the principles for applying fees to the work undertaken by ANMAC to ensure the ongoing accreditation of nursing and midwifery education programs accredited by ANMAC and approved by the NMBA.
Category	Accreditation
Audience	This policy applies to all education providers and ANMAC staff.
Status	Revision 1
Last Revised	29 October 2025
Next Review	April 2027

Responsible Officer	Director Accreditation Services	
Author	Accreditation Services	
Approved by	Chief Executive Officer	Date:29 October 2025
Signed		

Related Documents	• Health Practitioner Regulation National Law Act 2009 • Accreditation Policy and Procedure • Stage one assessment policy
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