



"PROMOTING SCHOOL IMPROVEMENT  
FOR INTERNATIONAL SCHOOLS  
THROUGH ACCREDITATION"

POLICIES & PROCEDURES  
FOR  
INTERNATIONAL HIGHER EDUCATION

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**American International Accreditation Association of Schools and Colleges**

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# **AIAASC POLICIES & PROCEDURES**

## **MAILING ADDRESS, OFFICIAL FILES OF THE ASSOCIATION**

The mailing address and location of the official files of the  
American International Accreditation Association of Schools and Colleges (AIAASC) is:

American International Accreditation Association of Schools and Colleges  
82 Sterling Pl., Floor 3  
Brooklyn, NY 11217

## **INSTITUTIONS OF HIGHER EDUCATION**

### **100. POLICIES AND PROCEDURES FOR ACCREDITATION**

#### **101 CRITERIA TO BE USED IN GRANTING ACCREDITATION TO INSTITUTIONS**

The Board of Directors shall consider the following items in the accreditation visit report to determine accreditation status:

- a. Commendations
- b. Recommendations
- c. Required actions for full accreditation

#### **102 PROCESS OF ACCREDITATION**

##### **102.1 Application**

After an institution makes an application to AIAASC, the materials are reviewed and approved. Part of the application requires institutions to submit documentation:

- i. License to operate from the Ministry of Education.
- ii. Approval to operate as an institution of higher education.
- iii. Complete the application for AIAASC membership and submit it. Once accepted, AIAASC will contact the institution and issue an invoice for the application fee and annual membership fee.

## 102.2 Member Institution Candidacy Status

Following a successful application process,

- Institutional leaders will meet with the AIAASC leadership.
- Introduction of services will be provided.
- Discussion of the AIAASC resources will be explained.
- Institution uploads documents to the AIAASC Drive in preparation for the AIAASC Full Accreditation Team Visit requirements.
- A consultant will be assigned to the institution to support the preparation for the AIAASC Full Accreditation Team Visit.

Member Institution Candidacy Status is valid for up to one year. Upon recommendation of the Executive Director, the length of terms of Member Institution status can be adjusted.

Upon completing the Member Institution Candidacy Status, an institution will be eligible for the AIAASC Full Accreditation Team Visit.

After achieving the Provisional Accreditation, the next step in the process is the Full Accreditation process.

## 102.3 Full Accreditation Status

Full Accreditation is the culmination of the formal AIAASC accreditation process. Upon completing the full accreditation visit, an institution will be accredited for up to five years. Steps for full accreditation include:

- Pay the annual membership fee.
- Work with the AIAASC Academic Consultant and upload all documents to the AIAASC Drive.
- Conduct a self-assessment and upload the completed self-assessment to the AIAASC Drive eight weeks before the scheduled Full Accreditation visit.

- Host a Full Accreditation Team Visit to demonstrate that the institution is meeting the eight AIAASC Standards for Accreditation.
- Pay the Full Accreditation Team Visit Fee and all team member travel, accommodations, and meal expenses.
- Review the Full Accreditation Team Report after the visit. The report will contain the accreditation team's ratings for each indicator, as well as commendations, recommendations, and required actions for select indicators.
- Update the institutional improvement plan based on the Full Accreditation Team Report. Indicators with the lowest ratings should become the areas of focus and priorities for the institutional improvement plan.

Full Accreditation Status can be granted for up to five years. Upon recommendation of the visiting team and approval by the Board of Directors, in most cases, a term of five years can be assigned.

#### **102.4 Maintaining Full Accreditation**

Following the Full Accreditation visit, all required actions must be immediately added to the institutional improvement plan and completed by the dates as indicated in the report.

Submit to AIAASC Administration documentation on progress towards meeting the required actions listed in the Full Accreditation Report, based on the timeline(s).

- Host an online or on-site annual follow-up visit that demonstrates full compliance with all the requirements for full accreditation and continuous improvement of institutions.
- Pay Annual Membership Fee.

### **103 REQUIRED ACTIONS**

A required action is a written explanation for items that must be completed for continued accreditation. Required actions are regularly reviewed and followed up by the AIAASC administration. It is the responsibility of the institution to adhere to required action deadlines identified in the Full Accreditation Report. This includes uploading evidence and notifying AIAASC of the completion of the required actions.

### **104 LOSS OF ACCREDITATION**

An institution accredited by AIAASC can automatically lose accreditation if one of the following occurs:

- a. Substantial evidence has been found that the institution has violated one or more of the accreditation standards.
- b. Suspension of approval by the Ministry of Education in which the institution is located.
- c. The institution closes; (if the institution reopens, it must re-apply for provisional accreditation).
- d. The institution has not paid the annual fees by June 30 of the current academic year.
- e. Substantial evidence has been found that the institution or institutional representatives misrepresent any information regarding the institution or AIAASC.
- f. Failure to satisfactorily complete the required actions in the Full Accreditation Report.

## **105 WARNED STATUS**

An institution can be classified as “warned” if any of the following should occur and the notice has not been given to AIAASC:

- a. A change in ownership of the institution;
- b. The institution has misrepresented its accreditation status;
- c. The institution has moved to a different location;
- d. A significant change in the institution’s finances has occurred that could affect the institution’s ability to provide the program for which it was accredited;
- e. The institution is involved in any litigation that could potentially have an impact on the educational program.

The warned status will be removed upon the institution’s satisfactory completion of the item(s) which placed the institution on warned status. Satisfactory completion will be determined by the AIAASC administration.

## **106 APPEALS**

Should an institution choose to appeal its assigned accreditation status, it must put the appeal in writing, signed by the principal/owner, and be sent to the Executive Director. The standard relating to the appeal should be cited and the specific disagreement explained. If the Board of Directors must meet to consider the appeal, it must do so promptly. The costs of the appeal shall be the responsibility of the institution appealing the decision.

## 107 COMPLAINTS

Any stakeholder (faculty, staff, students, etc.) of an institution can initiate a complaint by submitting a signed email to [administration@aiaas.com](mailto:administration@aiaas.com). Complaints must be accompanied by the name and address of the person(s) registering the complaint. The signed letter shall be accompanied by all correspondence between the complainant and the institution regarding the complaint. The complainant must have used the institution's grievance/complaint procedure before submission of the complaint to AIAASC. Unless the complaint alleges a violation of a governmental law or accreditation standard, the complaint process outlined by the institution shall be determined as final. The AIAASC Administration will determine the process for responding to a specific complaint. The process may include:

- a. Notification to the institution;
- b. Request for a written response from the institution;
- c. Site visit to the institution; and/or
- d. Any other investigation deemed warranted by Executive Director.

## 108 AIAASC STANDARD 5.25 — STUDENTS UNDER THE AGE OF MAJORITY

**POLICY EXPECTATIONS ARE BASED ON THE FOLLOWING PRINCIPLES:** In cases in which institutions enroll students under the age of majority, AIAASC endorses the International Task Force on Child Protection Statement of Commitment to Child Protection (ITFCP), its **Thirteen Essential Questions** and its **Expectations**. See AIAASC Standard indicator 5.25

The following Expectations have been identified by the ITFCP School Evaluation Committee as being the minimum requirement of institutions to provide safeguarding and child protection for their students. The **Expectations** are based on the following essential principles:

1. All children have equal rights to be protected from harm and abuse.
2. Everybody has a responsibility to support the protection of children.
3. All institutions have a duty of care to minors enrolled in the institution and those who are affected by the operations of the institution.
4. All actions on the protection of minors are taken with the best interests of the minor, which are paramount.

Institutions enrolling minors in their educational programs have a duty of care to protect them, prevent harm to them, and act with a sense of urgency if a minor is at risk of harm. The institution is cognizant of cultural expectations and complies with the legal and ethical expectations and requirements regarding child abuse within the country in which it operates.

See AIAASC's full [Policy Guidelines](#) on Child Protection as applied to secondary education.

## 200. FINANCES

### 201 FEES

Institutions can pay fees through credit cards or bank transfers. Institutions that will be visited by AIAASC must pay one month in advance of the visit. (All fees are payable in U.S. dollars)

Type		Amount
1	New Institution Application Fee ( <i>non-refundable</i> )	\$ 1,000. <sup>00</sup>
2	Annual Membership Fee ( <i>non-refundable</i> )	\$ 5,000. <sup>00</sup>
3	Full Accreditation Visit Fee is based on enrollment and number of academic programs	

In addition:

- a. Full Accreditation Visit Fee must be paid in full one month before the visit.
- b. All team member travel, accommodations, and meal expenses are the responsibility of the host institution and must be remitted no later than 30-days after receipt of the invoice.
- c. An institution will not receive AIAASC Full Accreditation Visit Report, Accreditation Certificate until outstanding fees are paid and expenses reimbursed.
- d. A late fee penalty can be applied for annual fees if the institution does not pay by the due date. After that time a late fee of \$25 per month will be applied.

### 202 GIFT ACCEPTANCE

Certain types of gifts must be reviewed before acceptance due to the special liabilities they may pose for AIAASC. Examples of gifts that will be subject to review. Gifts will not be accepted based on the following:

- a. Any gifts that violate international, federal, state, or local law, or statute.
- b. Any gifts that are made with conditions that state the proceeds will be spent by AIAASC for the personal benefit of a named individual.
- c. Any gifts that could expose AIAASC to liability.