



Commonwealth of Massachusetts
Division of Occupational Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

RENEWAL FEE CALCULATION WORKSHEET

This worksheet is for private occupational schools licensed by the Division of Occupational Licensure under M.G.L. c. 112, § 263 to determine the amount of its license Renewal Fee. Unless requested by DOL, this worksheet is not required to be submitted with the school's application for renewal.

The Renewal Fee is based on the school's Annual Adjusted Gross Revenue (AAGR), which reflects revenue from tuition and fees and profits on the sale of books and supplies during the school's prior fiscal year. The School's calculation is subject to review and audit. Records relating to the school calculation must be retained by the school for seven (7) years.

The Renewal Fee must be paid electronically with the school's application to renew its license.

AAGR Calculation: Enter separately below the total revenue from tuition, fees, and profit on books and supplies for the most recent school fiscal year.

Total the three entries to determine the AAGR.

1. Tuition	<i>(total of all funds paid to the school for student instruction)</i>	\$
2. Fees	<i>(additional costs charged to students by the school)</i>	\$
3. Profit on Books and Supplies	<i>(net sales less cost of sales)</i>	\$
AAGR	<i>(1 + 2 + 3 = AAGR)</i>	\$

Renewal Fee Calculation Effective November 8, 2013	
<i>(AAGR X 0.0049 = Total Renewal Fee)</i>	
<i>This fee is to be paid in total without rounding the value up or down.</i>	
Total Renewal Fee:	<i>(The Minimum Renewal Fee = \$250.00)</i> \$

The school's fiscal year reflected in these calculations began _____ and ended _____

_____. The financial information is, to the best of my knowledge, true and accurate. Signed under the penalties of perjury by an officer or other authorized agent of the school.

Name

Signature

Date

Title

School

