SARA Institution Non-Renewal Form (AF5)

NC-SARA has the responsibility to track all exceptions to SARA policy. This form provides a document trail, and more importantly, the approval process is confirmed at all levels to ensure accuracy of actions taken by NC SARA staff. After all signatures have been obtained, please submit the form to forms@nc-sara.org.

To be completed by SARA State Portal Entity staff

Institution name: ______________________________________________________________
Institution address: ____________________________________________________________
Institution State: ______________________________________________________________
If Branch Campus, name of Main Campus: __________________________________________
If Branch Campus, address of Main Campus: ________________________________
Primary Institution contact name: _________________________________________________
Primary Institution contact email: _________________________________________________
Effective date: ________________
Reason for withdrawal:
   ______ SARA participation no longer required or needed
   ______ Institution closure
   ______ Federal Financial Responsibility Composite Score below 1.0
   ______ Institution merger
     Name and address of new Institution_______________________________________
     SARA Portal Entity contact for new Institution (if change in Home state)
     ______ SARA Portal Entity will update NC-SARA’s Salesforce contact information
     ______ Institution owned by a new entity?
       Official business name of parent company _________________________________
       Address of parent company ____________________________________________
     ______ Other Comments:

State Portal Entity Name: ________________________________________________________
State Portal Entity Signature: __________________________ Date: __________
Regional Compact SARA Director Signature: ___________________________ Date: ______

To be completed by NC-SARA Staff

NC-SARA President or Associate Director for Student and Institutional Support
Date of Institution withdrawal: ____________ Date removed from website: ____________

5/31/2019