NC SARA

National Council for State Authorization Reciprocity Agreements

New Institution Participation Deadline Extension Form (AF1)

An Institution Participation Deadline Extension is offered to Institutions with a valid reason they were not able to complete the SARA registration process on time; this reason could be Institution or State Portal Entity related.

Original application materials may not suffice if older than 60 calendar days. Additionally, upon State Portal Entity approval, the Institution requesting the extension has 14 calendar days to submit payment to NC-SARA. A 25% late fee is applied.

Failure to follow these steps and SARA policies will require the Institution to wait 180 calendar days before reapplying for SARA participation as a new Institution. (SARA *Manual,* Section 3.7)

NC-SARA has the responsibility to track all exceptions to SARA policy. This form provides a document trail and 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 INSTITUTION

Institution name: _____
Institution address: _____
Institution State: _____
Primary Institution contact name: _____
Primary Institution contact email: _____
If Branch Campus, name of Main Campus: _____
If Branch Campus, address of Main Campus: _____
Reason for requested extension: _____

Signature: _____ Date: _____

Printed Name: _____

TO BE COMPLETED BY SARA STATE PORTAL ENTITY STAFF

Is institution approved for renewal? _____ Yes _____ No
Date of State Portal Entity Approval: _____
Comments on requested exception:

State Portal Entity Signature: _____ Date: _____

State Portal Entity printed name: _____

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TO BE COMPLETED BY REGIONAL COMPACT SARA DIRECTOR

Comments on requested exception:

If you think NC-SARA should waive the 25% late fee, please provide rationale.

Regional Compact SARA Director Signature: _____ Date: _____

Regional Compact Director printed name: _____

TO BE COMPLETED BY NC-SARA STAFF

_____ Date: _____

NC-SARA President or Director for Student and Institutional Support

25% Late fee waived: Yes____ No _____