

**Administrative Cover Sheet for NC-SARA Institutional Application (Circle One: Initial or Renewal)**

This Institution, per the \_\_\_\_\_ has determined the signature authority on this Application shall  
*(Office/Department)*

be \_\_\_\_\_ as the \_\_\_\_\_. Signatures and Initials on the  
*(Name/Title)* *(CEO or CAO)*

Application mean the Institution will comply with the requirements of participation, and will pay the annual State fee for SARA in the amount of \$\_\_\_\_\_ paid by \_\_\_\_\_ and the annual NC-SARA fee of \$\_\_\_\_\_ paid by \_\_\_\_\_.  
*(Date)* *(Date)*

In addition, the Institution affirms the following (item numbers align with the item number on the SARA application):

1. State Authorization: The Institution is authorized to operate in the state.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_  
*(Word/PDF/Excel)* *(URL)* *(Name)* *(Date)*
2. Accreditation & Current Status: The Institution is degree granting, in good standing with an accrediting body recognized by the U.S. Dept. of Ed. (DOE) and follows DOE specifications to offer distance education.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
4. Federal Financial Responsibility Composite Score (FFRCS) is 1.5 or above or has justification if between 1.0 - 1.49.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
5. The institution agrees to abide by the Interregional Guidelines for the Evaluation of Distance Education.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
6. 3<sup>rd</sup> Party Accountability: The Institution is responsible for actions of 3<sup>rd</sup> party providers used to engage in operations.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
7. Institutional Complaint Process: The Institution has such a process and agrees to work with its state portal entity and NC-SARA to resolve online education complaints.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
9. Professional Licensure Disclosures: Per federal regulation 34 CFR668.43, the Institution agrees to provide general & individual disclosures to students/prospective students for professional licensure and certification programs.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
10. Instruction Assurance: If the Institution cannot fully deliver what a student has contracted for, there are adequate measures to protect students, especially in the case of a closure.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
11. Catastrophic Events: The Institution has a catastrophic event policy and disaster recovery procedures.  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_
15. Data: The Institution provides annual reporting of distance ed. enrollments & out-of-state learning placements  
Doc Type: \_\_\_\_\_ Doc location: \_\_\_\_\_ Audited By: \_\_\_\_\_ Last Audited: \_\_\_\_\_