Institution Name ____________________________
Institution State ____________________________
Initial Application ______
Renewal Application _____

Application and Approval Form for Institution Participation in SARA

An institution applying to operate under the State Authorization Reciprocity Agreements (SARA) must submit this form to its Home State’s SARA Portal Entity.

The chief executive officer (CEO) or chief academic officer (CAO) of the institution affirms each section, completes and submits the application including any State fees and commits to any special requirements of the SARA State Portal Entity permitted by SARA.

When the State Portal Entity enters “yes” on this form, the State affirms that the applicant institution has followed proper procedures and provided necessary documents to operate under SARA.

Section 1- Verification of Requirements for Institution Participation in SARA

To review the application process, visit the Application and Process page on the NC-SARA website.

An institution seeking approval to operate under the policies of SARA must meet the following requirements:

<table>
<thead>
<tr>
<th>Requirements for Institution Participation in SARA</th>
<th>INSTITUTION CEO or CAO</th>
<th>SARA State Portal Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirement</td>
<td>Initial each line</td>
<td>confirms the institution meets the requirement</td>
</tr>
<tr>
<td>1. In a SARA member state, the main campus or central administrative unit is domiciled in a state, territory or district that has joined the State Authorization Reciprocity Agreements (SARA) initiative and is authorized to operate in that state. Only distance education content originating in the United States, a U.S. territory, or district and provided from within a SARA state is eligible to be offered under SARA. (Attach documentation.)</td>
<td>Yes or No</td>
<td></td>
</tr>
<tr>
<td>Consumer Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Accreditation</td>
<td>Name of Accrediting Agency: ____________________________</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

1 “NC-SARA” refers to the organization, whereas “SARA” refers to the agreement.
2 [SARA considers the Home Campus to be where an institution has its legal domicile. Any disputes about which state is the home state will be resolved for SARA purposes by the affected regional compacts or the National Council (NC-SARA), as needed.]
institutions with campuses in more than one state, in the event that an institution disagrees with a SARA member state’s determination of its home state, if the states under consideration are in the same region, the regional compact will make the final determination. If the states in question are in different regional compacts and the Compacts disagree on the home state assignment, NC-SARA will make a final determination in consultation with the affected regional compacts.

1 [The fact that a foreign institution is owned by a U.S. entity does not qualify distance education originating from the non-U.S. institution to be offered under SARA. Only distance education under the oversight of the U.S. state, territory or district can be offered through SARA.] Ownership or governance by a U.S. institution of an institution located outside the United States or its territories does not qualify the out-of-country-institution to operate under SARA.
### Requirements for Institution Participation in SARA

<table>
<thead>
<tr>
<th>3. Accreditation status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The institution agrees to notify its home state’s SARA Portal Entity of any negative changes to its accreditation status.</td>
</tr>
</tbody>
</table>

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<tr>
<td>The institution’s most recent financial responsibility composite score from the U.S. Department of Education is 1.5 or above, or, if the score is between 1.0 and 1.49, the State Portal Entity can affirm that documentation has been provided to demonstrate financial stability sufficient to justify institutional participation in SARA.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>5. Abide by C-RAC Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>The institution agrees to abide by the <a href="https://www.sara-rge.org/guidelines/evaluation-of-distance-education">Interregional Guidelines for the Evaluation of Distance Education</a> and provisions of the SARA Policy Manual.</td>
</tr>
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<tr>
<th>6. Does not enforce Arbitration Agreements</th>
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<tbody>
<tr>
<td>SARA participating institutions are not permitted to enforce arbitration agreements on students enrolled under SARA provisions, and such agreements must not be applied. Institutions that utilize mandatory arbitration agreements for the resolution of non-SARA complaints or disputes shall provide a disclosure that such agreements must not be applied towards a complaint or dispute that falls within the scope of the SARA Policy Manual.</td>
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<tr>
<th>7. Responsible for institution activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The institution agrees to follow the SARA Policy Manual Section 5.5 regarding third-party provider contracts and to be responsible for the actions of any third-party providers used by the institution to engage in operations under SARA.</td>
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</table>

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<tr>
<th>8. Will resolve complaints</th>
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<tr>
<td>The institution agrees to work with its Home State’s SARA Portal Entity to resolve any complaints arising in SARA states, and to abide by the decisions of that entity regarding resolution of such complaints.</td>
</tr>
</tbody>
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<td>confirms the institution meets the requirement</td>
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</table>

4 [Complaints must follow the institution’s customary resolution procedure before being referred to the state under SARA policy. Grade appeals and student conduct appeals are not allowed under SARA.] Complaints against an institution operating under SARA policies go first through the institution’s own procedures for resolution of grievances. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution’s home state.
**Requirements for Institution Participation in SARA**

<table>
<thead>
<tr>
<th>Requirement Description</th>
<th>CEO or CAO Initial Each Line</th>
<th>SARA State Portal Entity Confirms the Institution Meets the Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Agree to professional licensure disclosures</td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>The institution agrees to provide notifications to students related to professional licensure. Any institution approved to participate in SARA that offers courses or programs designed to lead to Professional Licensure or certification or advertised as leading to Licensure must satisfy all federal requirements for disclosures regarding such Professional Licensure programs under 34 §C.F.R. 668.43. For SARA purposes, these requirements will also apply to non-Title IV institutions. [For SARA purposes, institutions that are unable, after all reasonable efforts, to determine whether a program will meet state professional licensure requirements shall provide the student or applicant with current contact information for any applicable licensing boards, and advise the student or applicant to determine whether the program meets requirements for Licensure in the State where the student is located. An email dedicated solely to this purpose and sent to the student's best-known email address meets this requirement. The institution should use other additional means to notify the student, if needed.]</td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>11. Instruction</td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>The institution agrees that in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education the student did not receive. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers.</td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>12. <strong>Catastrophic events</strong></td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>The institution agrees that it has well-documented policies and practices for addressing catastrophic events. The institution agrees to provide the catastrophic event policy and disaster recovery procedures to the State Portal Entity, if/when requested. Impacted students will receive the services for which they have paid or reasonable financial compensation for those not received. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. The institution agrees that it and/or its home state has adequate measures to protect student records in the event of closure.</td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>13. <strong>Agree to Provisional status</strong></td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>The institution agrees to abide by conditions of provisional approval, if necessary, applicable.</td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>14. <strong>Fees</strong></td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td>The institution agrees to pay to its Home State any State fees for SARA participation required by the Home State for administering SARA.</td>
<td></td>
<td>Yes or No</td>
</tr>
</tbody>
</table>
|   | Agree to pay NC-SARA fees  
The institution agrees to pay its annual SARA participation fee to the National Council for State Authorization Reciprocity Agreements (NC-SARA). | Yes or No |
|---|---|---|
|   | Agrees to share data  
The institution agrees to provide data necessary to monitor SARA activities, including annual reporting of exclusively distance education enrollments and out-of-state learning placements by state, in accordance with the [NC-SARA Data Sharing Agreement](#) and relevant reporting handbooks. | Yes or No |
Section 2 - Institutional Designation and Action and Information

I, the undersigned representative of (institution name) ________________________________
having the authority to commit the institution to operate under the SARA interstate agreement, hereby
certify that this institution meets all of the policies stated herein required for operation by the SARA Policy
Manual.

Main Campus
Mailing address of the institution: ____________________________________________
City, State, Zip: ___________________________________________________________

[Institution OPEID number: ______ ]

Type of Institution
Public institution □ Tribal institution □
Independent not-for-profit institution □ Other ____________________________
Independent for-profit institution □

Is the institution owned by another entity?
Yes □ No □
If yes, list official name of corporate parent [company]: ___________________________
If yes, official address of corporate parent [company]: ___________________________

Does the institution participate in Title IV?
Yes □ No □

[Institution link to SARA student complaint process: ____________________________]
Optional additional link for website if necessary: ________________________________

[Institution link to Professional Licensure disclosures: __________________________]

Institution OPEID number: ______

IPEDS Related Information
Institution IPEDS identification number: ______
Institution FTE (latest IPEDS): ______ Year reporting ______
Check one of the boxes below:
__Institution with fewer than 2,500 FTE students[≤]
__Institution with between 2,500 and 9,999 FTE students[=]
__Institution with between 10,000 and 29,999 FTE students[=]
__Institutions with 30,000 or more FTE students[≥]
Institution link to SARA student complaint process:

Optional additional link for website if necessary:

Institution link to Professional Licensure disclosures:

Institution Contact Information for SARA

**Part A:**

**Named on Invoice - one person and only one person must be selected** (Receives all email communications to the institution, i.e., invoices, renewal application notices, data reporting notices, reminders)

- Name: ____________________
- Title: ____________________
- Email: ____________________
- Phone: ____________________

[For SPE use only: This is a required check box in the SARA Portal]

**Part B:**

The person Named on Invoice (in Part A above) must also be identified for one of the following roles (1-6 below).

In addition, please complete all the following roles:

1. Primary Contact (Receives all email communications to the institution)
   - Name: ____________________
   - Title: ____________________
   - Email: ____________________
   - Phone: ____________________

   [For SPE use only: This is a required role in the SARA Portal]

2. Secondary Contact (Receives all email communications to the institution)
   - Name: ____________________
   - Title: ____________________
   - Email: ____________________
   - Phone: ____________________

   [For SPE use only: This is a required role in the SARA Portal]
3. Billing Contact (Receives invoice related emails and SARA participation related emails)
   Name: __________________________
   Title: ____________________________
   Email: ____________________________
   Phone: ____________________________

   [For SPE use only: This is a required role in the SARA Portal]

4. Authorized Signatory Contact (Signs and receives all Administrative forms.)
   Name: ____________________________
   Title: ____________________________
   Email: ____________________________
   Phone: ____________________________

   [For SPE use only: This is a required role in the SARA Portal]

5. Data Reporting Contact (Receives data reporting related emails and SARA participation related emails)
   Name: ____________________________
   Title: ____________________________
   Email: ____________________________
   Phone: ____________________________

   [For SPE use only: This is a required role in the SARA Portal called Data Report Recipient]

6. CEO/CAO (Receives SARA participation related emails)
   Name: ____________________________
   Title: ____________________________
   Email: ____________________________
   Phone: ____________________________

   [For SPE use only: This is a required role in the SARA Portal called President/Provost]
[Additional] Branch campus\(^1\) information:

List all branch campuses, as defined by SARA policy, with distance education activity covered by SARA policies.

Institution Name: ____________________________________________
Address: ____________________________________________________
City, State Zip: ______________________________________________

Institution Name: ____________________________________________
Address: ____________________________________________________
City, State Zip: ______________________________________________

Institution Name: ____________________________________________
Address: ____________________________________________________
City, State Zip: ______________________________________________

Institution Name: ____________________________________________
Address: ____________________________________________________
City, State Zip: ______________________________________________

Institution Name: ____________________________________________
Address: ____________________________________________________
City, State Zip: ______________________________________________

Use additional paper if necessary.

Typed name of institutional signatory officer: ______________________
Email: ______________________________________________________
Phone: ______________________________________________________

Title of signatory institutional officer: _____________________________

The chief executive officer (CEO) or chief academic officer (CAO) of the institution completes and submits the application.

Signature: ____________________________ Date: ____________________

\(^1\) SARA Policy Manual, \([v23.1]\) Section. 1 Definitions, \(1(p.11)\), “Branch Campus” means: a campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers full programs of study, not just courses\(^4\). (Integrated Postsecondary Education Data System (IPEDS)). For SARA purposes, a branch campus that operates under the accreditation of a main campus is not considered a separate institution for purposes of SARA (see section 3.1(h)(2)). [Retrieved January 29, 2024]
Section 3 - SARA State Supplemental Sheet for Institutions

SARA provides a degree of flexibility for States as they implement policy. Information about State-specific provisions may be added on this page for items such as fees (if any) to be charged to in-state institutions, criteria for consideration of appeals of institutions having financial responsibility composite scores between 1.0 and 1.49, etc. Institutions are reminded to check with their SARA State Portal Entity for additional Home State requirements and State Fees.

State fee (if any):

State bonding requirement of institution (if any):

Financial responsibility criteria for federal financial composite score ratings 1.0-1.49:
Section 4 - SARA State Portal Entity Action and Information

Institution application

☐ Approved
☐ Provisionally Approved
☐ Returned for Additional Data or Information
☐ Denied

Conditions related to Provisional Approval:
Include submission of SARA Institution Provisional Participation Form

Typed name of SARA State Portal Entity: _______________________________________

Typed name of Primary SARA State Portal Entity contact: _______________________

Signature ___________________________ Date __________________

Title of SARA State Portal Entity contact: ________________________________

SARA State Portal Entity email: ________________________________

SARA State Portal Entity phone: ________________________________

Typed name of Secondary SARA State Portal Entity contact: _______________________

Title of Secondary SARA State Portal Entity contact: ________________________________

Secondary SARA State Portal Entity email: ________________________________.

Secondary SARA State Portal Entity phone: ________________________________