NC SARA
National Council for State Authorization Reciprocity Agreements

SARA Quick Start Guide

SARA Policy Regarding Late Fees

What late fees do NC-SARA charge institutions?

What does the *SARA Policy Manual* say?

Subsection 3.7.b.5 provides details regarding the timeline and process for annual applications . According to SARA policy, “Upon notice of an approved renewal application, the institution shall submit its renewal fee to NC-SARA within 30 calendar days of the date the institution is approved as renewed, but before the participation end date. A 30-day (calendar) grace period beyond the institutional participation end date is granted if the institution has been approved for SARA participation by the SARA State Portal Entity before the participation end date. If payment has not been received by NC-SARA within 30 calendar days of the participation end date, a late fee of 5% of the institution's renewal fee is applied if payment is received within five business days. The institution remains listed on NC-SARA's list of participating institutions. The institution is designated ’Approved.’ Institutions are not listed as current SARA institutions until their payment is received by NC-SARA.”

Additional references to institutional late fees can be found in the following subsections of the *SARA Policy Manual*:

- 3.7.c, Grace period
- 3.7.d, Institution participation deadline extension
- 3.7.e, New institution participation deadline extension

What is the rationale?

To participate in SARA, institutions must pay their annual fees in addition to meeting the participation requirements. Fees that are late compromise an institution’s ability to participate. NC-SARA is solely funded by the fees that institutions pay for their participation in SARA.

What does my institution need to do?

- ❑ Ensure that contact information for your institution is current by communicating any changes to your SARA State Portal Entity (SPE) regularly. Institution contacts will receive renewal reminders 90, 60, and 30 days before the renewal date.
- ❑ Communicate with your accounting department about the due date for annual SARA fees to ensure that payments are made promptly.
- ❑ Consider electronic payment options to expedite payment. NC-SARA offers three online payment options: credit card, eCheck, and Automated Clearing House (ACH).

About SARA Quick Start Guides: When institutions participate in SARA, they agree to a set of compliance requirements as detailed in the *SARA Policy Manual*. SARA Quick Start Guides are intended to help institution personnel understand a particular requirement to help them maintain compliance, communicate with colleagues regarding SARA requirements, and explain the requirement to students and other stakeholders. Institutions should always check with their SARA State Portal Entity for any state-specific requirements.

- ❑ If you use the U.S. postal service, be sure to mail the check far enough in advance to ensure it arrives before the renewal date.
- ❑ Take a photograph of the check for your records before mailing it.
- ❑ Contact your state's SARA State Portal Entity for specific guidance if your institution is in jeopardy of missing the payment deadline.

Still have questions?

1. SARA State Portal Entities have the responsibility and authority to hold institutions in compliance with SARA policy. This information is intended to be general guidance for institutions; institutions should be in regular contact with their SARA State Portal Entity for specific requirements, directions, and guidance.
2. Feel free to email NC-SARA: info@nc-sara.org

Resources:

- *SARA Policy Manual*. Subsections 3.7.b.5, 3.7.c, 3.7.d, and 3.7.e.

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