



**National Council for
State Authorization
Reciprocity Agreements**

MHEC • NEBHE • SREB • WICHE

Institution Name _____

Institution State _____

Initial Application _____

Renewal Application _____

Application and Approval Form for Institution Participation in SARA¹

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.

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:

	Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
	Core Requirements		
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 Agreement (SARA) initiative and is authorized to operate in that state ² . 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. ³ (Attach documentation.)		Yes or No
	Consumer Protection		
2.	Accreditation The institution is a U.S. degree-granting institution that is accredited by an accrediting body recognized by the U.S. Secretary of Education and whose scope of authority, as specified by the Department, includes distance education. (Attach documentation of accreditation verification). Name of Accrediting Agency: _____		Yes or No

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.

³ 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.

	Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
3.	Accreditation status The institution agrees to notify its home state’s SARA Portal Entity of any negative changes to its accreditation status.		Yes or No
4.	Federal Financial Responsibility Composite Score For non-public institutions, 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. If an institution is owned by a “corporate parent,” the federal financial responsibility composite score of its “parent” must meet these requirements. Note: Public institutions leave this blank. FFRCS _____ Year Reporting (most recent published) _____		Yes or No
5.	Abide by C-RAC Guidelines The institution agrees to abide by the Interregional Guidelines for the Evaluation of Distance Education and provisions of the <i>SARA Policy Manual</i> .		Yes or No
6.	Responsible for institution activities The institution agrees to be responsible for the actions of any third-party providers used by the institution to engage in operations under SARA.		Yes or No
7.	Will resolve complaints 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. ⁴		Yes or No
8.	Application signed by CEO or CAO The institution agrees to apply to its Home State’s Portal Entity. The application will be submitted with the signature of the institution’s chief executive officer or chief academic officer.		Yes or No
9.	Agree to professional licensure disclosures 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, <i>after all reasonable efforts</i> , 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.		Yes or No

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.

	Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
	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.		
10.	<p>Instruction</p> <p>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.</p>		Yes or No
11	<p>Catastrophic events</p> <p>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.</p>		Yes or No
12.	<p>Agree to Provisional status</p> <p>The institution agrees to abide by conditions of provisional approval, if necessary.</p>		Yes or No
	Fees		
13.	<p>Agree to pay State fees</p> <p>The institution agrees to pay to its Home State any State fees for SARA participation required by the Home State for administering SARA.</p>		Yes or No
14.	<p>Agree to pay SARA fees</p> <p>The institution agrees to pay its annual SARA participation fee to the National Council for State Authorization Reciprocity Agreements (NC-SARA).</p>		Yes or No
	Data		
15.	<p>Agrees to share data</p> <p>The institution agrees to provide data necessary to monitor SARA activities, including annual reporting of distance education enrollments and out-of-state learning placements by state, in accordance with the NC-SARA Data Sharing Agreement and relevant reporting handbooks.</p>		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*.

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 parent company: _____
If yes, official address of 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: _____

Name of [institution's accrediting body](#): _____

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 10,000 or more FTE students: _____

Institution Contact Information

Primary Contact
Name: _____
Title: _____
Email: _____
Phone: _____

Secondary Contact
Name: _____
Title: _____
Email: _____
Phone: _____

Billing Contact

Name: _____
Title: _____
Email: _____
Phone: _____

Additional campus information:

List all campuses with distance education activity covered by SARA policies. Use additional paper if necessary.

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: _____

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: _____

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: _____

South Dakota & NC-SARA Fee Schedule

South Dakota Fees

The SDBOR has established an annual fee of \$4,000 to cover the Board's cost of administering SARA for the state of South Dakota. This fee is payable to the South Dakota Board of Regents at the time of registration by check. If a W-9 is needed, please contact the Board of Regents Business Office. BOR institutions should submit a non-cash document for their payment.

NC-SARA Fees

An NC-SARA annual participation fee will be invoiced to the institution once it is approved to join SARA by SDBOR. This annual fee is based on an institution's total full-time equivalent (FTE) enrollment as shown in the Integrated Postsecondary Education Data System (IPEDS) and is assessed as follows:

Enrolled FTE	Annual Fee
Under 2,500	\$2,000
2,500-9,999	\$4,000
10,000 or more	\$6,000

Once NC-SARA receives this fee, all SARA member states will be notified of the institution's admission into SARA and entitlement to the benefits accorded to SARA participants.

SDBOR's policy regarding fees is below:

- A. National Council for State Authorization Reciprocity Agreements fees will become payable to the National Council for State Authorization Reciprocity Agreements upon admission to SARA and renewal fees will be due at such times and in such amounts as the National Council for State Authorization Reciprocity Agreements may specify.
- B. The Board shall establish an annual SARA fee at a level required to cover the Board's cost of administering SARA. The Board's annual SARA fee will be based upon the State of South Dakota fiscal year, which runs from July 1 through June 30.
 1. At the time of submitting an application to participate in SARA, an institution must tender payment sufficient to cover the Board's annual SARA fee.
 - a. The first renewal fee will be prorated based on the date that the institution receives approval from the National Council for State Authorization Reciprocity Agreements. The Board will determine the prorated amount by calculating 1/12 of the Board's annual SARA fee for each full or partial month that the institution participates in SARA. The institutional SARA contact will be notified by the Board Office of the prorated amount when the application is approved.
 - i. No Board annual SARA fee proration will be made if an institution elects to withdraw from SARA or if its right to participate is terminated.
 - b. If an institution fails to pay the Board's annual SARA fee at the time of application, or if the instrument of payment is not honored when presented by the Board, the application will be deemed withdrawn and the SARA administrator will take no further action with respect to it.
- C. Renewal payments of the Board's annual SARA fee will be due on July 1. Any changes to the fee structure will be adopted by the Board at its first official meeting following the close of the Legislative Session.
- D. Institutions will forfeit their right to participate in SARA if they fail to pay fees required by National Council for State Authorization Reciprocity Agreements or by the Board.
 1. Termination for failure to pay National Council for State Authorization Reciprocity Agreements fees will be effective upon receipt of notice by the Board from the National Council for State Authorization Reciprocity Agreements.
 2. Termination for failure to pay the Board's annual SARA fee will become effective on August 1.

SARA State Supplemental Sheet for Institutions

The fields below require that institutions compile additional information that is required for admission into South Dakota SARA under BOR Policy 1:29. Sections 1-3 must be completed by all institutions applying to SARA. Section 4 should only be completed by institutions with a Financial Responsibility Index Score between 1.0 and 1.49 applying for provisional SARA membership.

Section 1 – Institutional Closure

Institutions must submit procedures required under the institutional accreditation in the event of the unanticipated closure of an institution. Please provide a description for each of the requirements below:

- A. Institutional procedures adopted to meet accreditation requirements applicable to unexpected institutional closure.

- B. Institutional provisions for the preservation of student records.

- C. Accrediting agency contact information to assist the SARA administrator in interpreting accreditor policies.

- D. Statement whether the institution carries a surety bond, and if so, a statement regarding whether the bond would be available to provide reasonable financial compensation for distance education students.

Section 2 – Notification to Students Regarding Professional Licensure:

Institutions must provide documentation that the institution provides written notification to all students in a course or program that customarily leads to professional licensure whether or not the course or program meets requirements for licensure in the state where the student resides.

This requirement applies to any course or programs that a student could reasonably believe leads to such licensure. If an institution does not know whether a course or program meets licensure requirements in the student’s state of residence, the institution may meet this requirement by documenting how it informs students in writing that it cannot assure the student that the course or program meets licensure requirements, and provides the student the contact information for the appropriate state licensing authorities.

Please describe your institution’s procedures for notifying students in the space provided below. Institutions must also provide either 1.) a link to the webpage or document used to notify students (copy the link into the space provided below); or, 2.) an attachment of the document sent to students.

Section 3 – Institutional Complaint Procedures:

Institutions must disclose institutional complaint procedures, approved by the institutional accrediting agency, and document how the institution notifies distance education students of the availability of these procedures.

Please attach institutional complaint procedures, or provide a link in the space provided below. Also, please describe how students are notified of complaint procedures in the space provided below. Institutions must also provide either 1.) a link to the webpage or document used to notify students (copy the link into the space provided below); or, 2.) an attachment of the document sent to students.

Section 4 – Financial responsibility requirements for private institutions with a financial responsibility index rating between 1.0-1.49 *(Does not apply to institutions with ratings equaling or exceeding 1.5):*

Private institutions with a federal composite financial responsibility score of 1.0 to 1.49 may request **provisional admission** to SARA for a period not to exceed one year.

A private institution requesting conditional admission to SARA shall submit a business plan and supporting financial information which, considered as a whole, suggest that it is commercially reasonable to expect that, within twelve months of admission to SARA, the institution will achieve an institutional federal financial responsibility rating of 1.5 or greater.

Please attach your institutional business plan and supporting financial information if applying for provisional admission to SARA.

Also, it is required that the institution submit accrediting body requirements for teach-out plans or alternative plans to assure that distance education students will be offered options to continue their education or to be reimbursed for tuition and fees.

Please attach accrediting body requirements for teach-out plans or alternative plans, or provide a link in the space provided below.