

## APPLICATION

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- ☐ Institutions only initial in the checkboxes labeled INSTITUTION CEO or CAO and do not initial the checkboxes labeled “SARA State Portal Entity confirms the institution meets the requirement”.
- ☐ Complete the additional campus information section with “N/A”, if not applying for branch campus approval.
- ☐ The chief executive officer (CEO) or chief academic officer (CAO) of the Institution completed, signed and dated the application.

## ACCREDITATION

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- ☐ Proof of Accreditation - current Approval Letter showing reaffirmation year AND month.
- ☐ Provide a copy of any applicable notice of adverse action (warning, probation etc.).

## COMPLAINT OR GREIVANCE POLICY

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- ☐ The application includes a link to the SARA student complaint portion of the institution’s website.

## PROFESSIONAL LICENSURE DISCLOSURE

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- ☐ The application includes a link to the disclosure notifying perspective students that the institution has determined whether or not SARA courses or programs meet the educational requirements for Professional Licensure in the State where the applicant or student is located or where the applicant or student intends to seek employment upon graduation.

## FEE and TRANSMITTAL FORM

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- ☐ The Institution has included State workload fees with the institutional application for SARA participation. Fees are based on the institution’s 12 month (July 1 – June 30) full-time equivalent enrollment and if applicable should match the enrollment entered during the Integrated Postsecondary Education Data System (IPEDS) Fall data collection.

### Enrollment ranges

- ☐ FTE fewer than 2,500 students: \$1250
- ☐ FTE between 2,500 and 9,999 students: \$2750
- ☐ FTE over 10,000 students: \$4250

## FOR NON-PUBLIC INSTITUTIONS

## STATE AUTHORIZATION

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- ☐ Private Colleges and Universities – Submission of current active license from the Commission for Independent Education.
- ☐ Religious Institutions – Submission of letter of exemption issued by the Commission for Independent Education.

## FINANCIAL AUDIT COMPOSITE SCORE

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- ☐ Include the financial responsibility composite score calculated by the certified public accountant who prepared the financial audit. Please ensure that the PDF document **IS NOT LOCKED** so that it can be included into your application packet.