



# POSTSECONDARY RECIPROCAL DISTANCE EDUCATION COORDINATING COUNCIL

## Florida State Authorization Reciprocity Agreement Institutional Application Checklist

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### APPLICATION

- Selected APPLICATION AND APPROVAL FORM FOR INSTITUTION PARTICIPATION IN SARA under the terms and standards of the State Authorization Reciprocity Network (SARA).
- The chief executive officer (CEO) or chief academic officer (CAO) of the Institution completed and submitted the application.
- Application is signed and dated by CEO/CAO.
- Signatures and initials are handwritten or electronically entered by the CEO/CAO.
- Institution did not initial the checkboxes on the right side of the application (For State Use Only).

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### STATE APPROVAL

- Authorization to Operate in the State of Florida
  - Florida Colleges – Submission of updated Statute.
  - Independent Colleges and Universities of Florida – Submission of updated Statute.
  - 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.
  - State Universities – Submission of updated Statute.

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### ACCREDITATION

- Proof of Accreditation. (Updated Approval Letter with reaffirmation date.)
- Correspondence and reports from the accrediting body that has a direct effect on the status of the institution or directly affects students enrolled in distance education at your institution.

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### FINANCIAL (FOR NON-PUBLIC INSTITUTIONS)

- Attached most recent audited financial statement with the financial responsibility index score.
- Attached most recent financial responsibility index score from the U.S. Department of Education, if not part of the financial statement.

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## COMPLAINT AND GRIEVANCE POLICY

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- Institution conforms to the consumer protection and the resolution of complaints provisions located in the SARA Manual.
- Institution provided the complaint resolution policies and procedures for the institution and for SARA to all students taking courses under SARA policies.
- The application includes the institution's link to the SARA student complaint system.

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## PROFESSIONAL LICENSURE DISCLOSURE

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- The Institution has determined whether courses or programs meets the educational requirements for Professional Licensure in the State where the applicant or student resides and provide that information in writing to the applicant or student.
- The application includes sample correspondence notifying and/or advising students to the qualifications regarding professional licensing standards where the student is located.

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## DATA REPORTING

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- The institution has reported its annual enrollment and out of state learning data pursuant to Section 6 of the SARA Manual.

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## FEES

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- The Institution has included State workload fees with the institutional application for SARA participation based on the institution's full time equivalent enrollment reported to the Integrated Postsecondary Education Data System (IPEDS).

**Enrollment ranges**

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

- Fees were submitted with the fee transmittal form and sent to the Florida Department of Education Office of the Comptroller.
- The Institution agrees to pay its annual SARA participation fee to the National Council for State Authorization Reciprocity Agreements (NC-SARA).

**Fees owed directly to NC-SARA**

- FTE fewer than 2,500 students: \$2000
- FTE between 2,500 and 9,999 students: \$4000
- FTE over 10,000 students: \$6000