



National Council for State Authorization Reciprocity Agreements

A voluntary, regional approach to state oversight of distance education

Renewing SARA Institution Participation Extension Form (AF2)

An Institution Participation Deadline Extension is offered to renewing SARA Institutions that believe there is a valid reason they were not able to complete the SARA renewal process on time; this reason could be Institution or State Portal Entity related.

After all required signatures and approvals are obtained, the State Portal Entity staff working with NC-SARA staff will adjust the expired Institution participation end date. Original application materials will not suffice if older than 60 calendar days. Additionally, upon State Portal Entity approval, the Institution requesting the extension has 14 calendar days to submit payment to NC-SARA. A 25% late fee is required.

Failure to follow these steps and SARA policies will require the Institution to wait 180 calendar days before reapplying for SARA participation as a new Institution. Institutions should note that failure to maintain SARA participation could mean that that Institution is no longer in compliance with various States' rules and regulations.

Grace Period for Late Payment

On the Institution participation renewal date, if the Institution has not yet paid, but has been approved by their State Portal Entity, there is a 30-calendar day grace period. This 30-calendar day grace period is automatic, *but only if the Institution is approved by the State Portal Entity*. This 30-calendar day period is intended to enable completion of the payment process. If payment is received after the 30-calendar days, but within five calendar days of the extension period, a 25% late fee is required. Registration and payment must be completed during the 35-calendar days following the participation end date to ensure no lapse in SARA participation. Should this not occur, the Institution's participation expires.

Expired Institution Status

If an Institution is not approved on or before its participation end date, there is no grace period generated. State Portal Entity staff and Institution contacts are sent an automatic expiration notice via email and the Institution is designated "expired." If they wish, the State Portal Entity may request a Participation Extension. The participation extension can only be applied AFTER the Institution status has changed to "expired" and must be approved by NC-SARA staff. It is important that the entire extension process is concluded within the 28-calendar days following the participation end date. *Once the Institution has been approved by the State Portal Entity, the Institution has 14 calendar days to submit payment to NC-SARA*. If payment is received in that time frame, the participation end date will be reset to the original date so no lapse in SARA coverage is shown. There is a 25% late fee assessed for extensions.

Process

The *Renewing Sara Institution Participation Extension Form* is completed by the Institution and submitted to the State Portal Entity. The State Portal Entity staff will note the Institution application approval date on the form. The form will then be forwarded to the Regional SARA Director. Upon review and signature of the Regional SARA Director, the Regional SARA Director forwards the form to NC-SARA for review. All signatures are required before the Extension can be considered by NC-SARA staff. Once the Extension has been approved, the Institution has 14 calendar days to submit payment to NC-SARA. A 25% late fee is required.

Original application materials will not suffice if older than 60-calendar days. After all signatures have been obtained, please submit the form to forms@nc-sara.org.



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NC-SARA has the responsibility to track all exceptions to SARA policy. This form provides a document trail, and more importantly, the approval process is confirmed at all levels to ensure accuracy of actions taken by NC SARA staff. After all signatures have been obtained, please submit the form to forms@nc-sara.org.

To be completed by Institution

Once the Extension has been approved by all parties, the Institution has 14 calendar days to submit payment to NC-SARA.

Institution name: _____
Institution address: _____
Institution State: _____
Primary Institution contact name: _____
Primary Institution contact email: _____
If Branch Campus, name of Main Campus: _____
If Branch Campus, address of Main Campus: _____
Reason for requested extension: _____

Signature: _____ Date: _____
Printed Name: _____

To be completed by SARA State Portal Entity Staff

Is Institution approved for renewal? _____ Yes _____ No

Date of State Portal Entity Approval: _____

Comments on requested exception: _____

State Portal Entity Signature: _____ Date: _____

To be completed by Regional Compact SARA Director

Comments on requested exception: _____

Regional Compact SARA Director Signature: _____ Date: _____
If you think NC-SARA should waive the 25% late fee, please provide rationale.

To be completed by NC-SARA Staff

Approval _____ Date: _____
NC-SARA President or Associate Director for Student and Institutional Support
25% Late fee waived: Yes _____ No _____
System Adjustment Date: _____ Initials: _____