

# SARA INSTITUTION RENEWAL APPLICATION PROCESS

## For 2024-25

**Renewal Process:** Institutions previously approved as SARA participating institutions are eligible for annual renewal. Detailed information about the institutional renewal process is in the *SARA Manual*, Section 3.7. You can also find more information and the application form at the NC-SARA website page: <https://nc-sara.org/sara-institutions>.

**Completion of Application:** Please use the following steps to complete the application and submit additional materials directly to Paige Smith by August 9, 2024. You will not send anything directly to NC-SARA other than your payment (later).

- The first step is to complete **ONLY THE LEFT SIDE COLUMN** on this form by initialing whether you affirm the statements on each line. NOTE: There are new verifications in the renewal application form, so be sure to read closely.
- ADDITIONAL INFORMATION: In addition to your application, please send a **link** to your institutional webpages that provide necessary disclosures regarding your student complaint processes and professional licensure/certification disclosures.
- If any institution also has branch campuses, it should complete the sections near the end that ask for “additional campus” information.
- Either the Chancellor or Provost of your institution must sign the form at the end.
- Please complete and submit the renewal application, and attach any required documentation, directly to Paige Smith at [paige.smith@wisconsin.edu](mailto:paige.smith@wisconsin.edu) on or before August 9, 2024.
- If you have any questions or concerns while completing the form, please contact Paige Smith at [paige.smith@wisconsin.edu](mailto:paige.smith@wisconsin.edu).
- IMPORTANT NOTE: Institutions will also receive an email directly from NC-SARA stating that it is time to renew your application when the renewal period is within 90 days of the expiration date. **You may disregard the NC-SARA renewal notice because I will file it for you.**

**Review of Application:** Upon receipt of your completed renewal application, Paige Smith will review the application and either approve, deny or seek additional information no later than twenty (20) business days prior to your institution’s annual expiration date.

Per SARA Manual, one of four actions may be taken:

1. Approve application; or

2. Approve application, but place on provisional status due to unmet terms or conditions. Institution will remain on provisional status until the terms are fulfilled. (See Sections 3.2 and 3.3 of the SARA Policy Manual); or
3. Return application and request additional information; or
4. Deny application.

**Submission of Approval to NC-SARA:** If approved, Paige Smith, on behalf of the State of Wisconsin Distance Learning Authorization Board (DLAB), will submit your application directly to NC-SARA to notify NC-SARA that your application is approved at the state level. Paige will notify you by email when it is submitted and approved.

**Payment to NC-SARA:** Upon receipt of said notice of approval of your application, NC-SARA will send the approved institution a notice by email stating that payment is now due for the renewal fee which is paid directly by the institution to NC-SARA. **This notice may not arrive until Aug or Sept – it all depends on each institution’s renewal time frame at the NC-SARA level. Please pay the fee DIRECTLY to NC-SARA within the timeframe stated.** Delays in payments to NC-SARA result in late fees and potential loss of participation.

- **NC SARA FEES:**

- Under 2,500 students (total enrollment) = \$2200.00
- From 2,500 to 9,999 students = \$4,400.00
- 10,000 or more students = \$6,600.00

### General Chart of Process

