

Application & Supporting Documents Check Sheet

#	Document Type	Notes	Ready for Submission
1	Application (either Initial or Renewal)	<p>Public and Private: Select the Initial OR Renewal Application. The institution’s President or Chief Academic Officer must sign and initial each item on the application, indicating agreement with the conditions and terms of membership. Do not initial the checkboxes on the right side of the application – these are for Council use.</p> <p>Applications signed and initialed by any other than the President or Chief Academic Office will be returned.</p>	
2	Narrative Overview/Update	<p>Public and Private:</p> <p>Initial Applicant: Provide a narrative overview of the institution including a brief history, current happenings and SARA related activity such as out-of-state initiatives and major programs offered out-of-state.</p> <p>Renewal Applicant: Provide a brief narrative update on the institution since the institution’s initial application including SARA related activity and any major institutional changes relevant to SARA.</p> <p>Note: the above narrative is intended to provide the AZ SARA Council members with a better understanding of the institution, its history and current state and SARA activity. It is not a criterion for approval or denial into the reciprocity agreement.</p>	
3	State Approval	<p>Public: A copy of the naming statute.</p> <p>Private: The most recent approval documents from the State Board for Private Postsecondary Education and any notices and/or report outcomes with the Board.</p>	
4	Accreditation	<p>Public and Private: Accreditation documentation including any notices and/or report outcomes with the accreditor/s. If HLC accredited, please include a current copy of your institution’s Statement of Affiliation Status (SAS).</p>	
5	Financial Index Score	<p>Private Only: Title IV Participating Institution: Score as provided in the audited financials.</p>	

		Non-Title IV Participating Institutions: Score <i>and</i> calculation sheet used to determine the score. Contact the Executive Director if further guidance is needed.	
6	Financials	<p>Private Only: Most recent audited financials. If a Title IV participating institution, also include the Title IV Student Financial Assistance Program Compliance Audit.</p> <p>If audited financials are 6 or more months old, in addition to the audited financials, please also include the most recent in house financials.</p>	
7	Complaint Process	<p>Public and Private: As part of the SARA approval requirements, your institution agreed to the SARA complaint disclosure process as documented in the NC SARA Policies (4. Consumer Protection). Please provide evidence as to compliance with this policy in the form of a pdf copy of your complaint policy with AZ SARA listed as an appeal body for SARA students.</p> <p><i>Complaint Language Example:</i> Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the AZ SARA Council. For additional information on the complaint process, please visit the AZ SARA Complaint page.</p>	
8	Surety Bond	<p>Private Only:</p> <p>Initial Applicant: Original copy of bond for the AZ SARA Council. Please ensure bonding requirements follow AZ SARA Guidelines.</p> <p>Renewal Applicant: Evidence of Surety Bond continuation. You can request this from your bonding company. Please ensure the bond amount has been adjusted if needed to meet the AZ SARA bond requirements.</p>	
9	AZ SARA Fees	<p>Public and Private: Please scan the check and include as a pdf file in the application submission. If you are attending the Council Meeting in person, please bring your check with you to the meeting. If you are calling-in, please mail your check to the AZ SARA Council. The mailing address, fee structure and additional information can be found on the AZ SARA Fees/Bond page.</p>	