

Application & Supporting Documents Check Sheet

Document Type	Instructions	Ready for Submission
<p>Narrative Overview/Update</p>	<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/courses offered out-of-state. Include any monitoring by the State, Accreditor and/or USDOE explaining the nature of the situation and current status with the oversight body.</p> <p>Renewal Applicant: Provide a brief narrative update on the institution since the initial application including SARA related activity and any major institutional changes relevant to SARA as indicated in the below list:</p> <ul style="list-style-type: none"> • A general update on the institution since its last renewal • Change of Ownership • New Acquisitions • Changes in Administration • Change of Location • Addition of Branch Campuses • New Programs offered under SARA • Monitoring or any other action from the State, Accreditor or USDOE • Other major activities or changes related to SARA <p>Note: the above narrative is intended to provide the AZ SARA Council members with a better understanding of the institution, its current state, and its SARA activity. It is not a criterion for approval or denial into the reciprocity agreement.</p>	
<p>State Approval</p>	<p>Public:</p> <p>A copy of the naming statute or other document authorizing the institution within the State.</p> <p>Private: Arizona State Board for Private Postsecondary Education (AZPPSE)</p> <ol style="list-style-type: none"> 1. License: The most recent AZPPSE license with listed approval dates. 2. Stipulations: If the institution’s AZPPSE License includes stipulations, provide the AZPPSE documentation with the stipulations listed. 	

<p>Accreditation</p>	<p>Public and Private:</p> <p>SARA policy 3.1</p> <ol style="list-style-type: none"> 1. Accreditation documentation clearly listing the institution’s most recent accreditation and next review dates if available. 2. Notices: Include any notices or reporting with the accreditor AND the institutions mandated response reports as a result of the notice. These should all be merged into one (1) PDF document in chronological order starting with the most recent. <p><i>If HLC accredited, use a current copy of your institution’s Statement of Affiliation Status (SAS).</i></p>	
<p>Financials</p>	<p>Private:</p> <p>SARA policy 2.5(c)</p> <p>Score of 1.5 or Above:</p> <p>Title IV Participating Institutions: Provide a copy of the most recent USDOE published score with your institution highlighted in yellow from USDOE site listed below. Include ONLY the page where your institution is listed.</p> <p>https://studentaid.gov/data-center/school/composite-scores</p> <p>OR: Most recent score on USDOE official written communication.</p> <p>Non-Title IV Participating Institutions: Follow SARA policy 2.5(c) and provide documentation that clearly documents policy compliance.</p> <p>Score below 1.5 and above 1.0: Institutions with a score below 1.5 but above 1.0 may be reviewed for consideration but are not guaranteed SARA participation. Reach out to the Arizona SARA Executive Director immediately to determine process and needed documentation. Be prepared to provide at minimum:</p> <ul style="list-style-type: none"> • Complete audited financials and/or additional financial documents • Score rationale, what the institution is doing to improve it and explanation of when the score will be 1.5 or above. <p>Score below 1.0: This score is not eligible to participate in SARA. Reach out to the Arizona SARA Executive Director immediately.</p>	

<p>Complaint Process</p>	<p>Public and Private:</p> <p>SARA Policy 4</p> <p>Initial Applicant: As part of the SARA approval requirements, your institution agrees to the SARA complaint disclosure process as documented in the SARA Policies (4. Consumer Protection). Provide evidence as to compliance with this policy in the form of a copy of your draft complaint policy with AZ SARA listed as an appeal body for SARA students. Provide the draft language as included in the institution’s catalog and on a public facing website such as the Distance Education or Consumer Information page.</p> <p>Use the content and example language provided in the ‘Renewal Applicant’ section below to draft language. Be sure to include:</p> <ul style="list-style-type: none"> • Direct link to AZ SARA Complaint page • Narrative explaining student’s right to appeal to AZ SARA • Listing of appropriate state oversight agency and direct link as provided below. <p>Catalog: Draft of complaint language to be added to the catalog. Include:</p> <ul style="list-style-type: none"> • Catalog section header/title • Catalog page • Timeframe for publication after AZ SARA approval. For example: The catalog will be updated in July 20XX. <p>Public Website: Draft of complaint language to be added to the public website. Include:</p> <ul style="list-style-type: none"> • Direct website link • Timeframe for publication after AZ SARA approval. For Example: two weeks after SARA approval. <p>Renewal Applicant: As part of the SARA approval requirements, your institution agreed to the SARA complaint disclosure process as documented in the SARA Policies (4. Consumer Protection). 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. Provide the language as included in the institution’s catalog and on a public facing website such as the Distance Education or Consumer Information page.</p> <p><i>Complaint Language Example: Distance Education students, who have completed the institution’s grievance process and the applicable state grievance</i></p>	
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process, may appeal complaints to the AZ SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ SARA Council.

For additional information on the complaint process visit the AZ SARA [Complaint page](#).

Instructions on the Applicable State Grievance Process by Institution Type:
 Your institution MUST have language explaining the student’s right to appeal to the applicable oversight agency with a direct link to that agency as indicated below:

Private Institutions: [AZPPSE- Arizona State Board for Private Postsecondary Education](#).

Public 4- Year Institutions: [ABOR- Arizona Board of Regents](#)

Public 2-Year Institutions: [Arizona Community Colleges Coordinating Council \(AC4\)](#)

**Professional
 Licensure
 Notification
 Disclosures**

Public and Private:
 SARA Policy [SARA Policy 5.2](#)

1. List of Programs Leading to Professional Licensure:

- List of all professional licensure programs covered by SARA policy in below table format.
- Review each year that links are clickable and not broken.

Table Format:

Program Name	Award Level	Direct Program Page Link	General Disclosure Link	Explanatory Notes (optional)

Note: If an institution elects to house all its program’s disclosures under one General Disclosure link, the General Disclosure link must be placed in a readily available location directly on each professionally licensed program page. This is to ensure the information is accessible to students.

	<p>For Example: Institution ABC has 10 professional licensure programs and places all its disclosures on one general disclosure page. One of the programs is Teacher Education. A direct link to the General Disclosure page where the Teacher Education information can be located must be placed on the Teacher Education program page and so on for all other professional licensure programs.</p> <p>2. General Notification Disclosures: General Disclosures Link</p> <p>3. Professional Licensure Body Contact List: Provide documentation demonstrating how the institution meets the requirement to provide the contact information for professional licensure bodies for programs it has not determined either meet licensure requirements or does not meet licensure requirements. This can be included in the General Disclosures.</p>	
<p>Surety Bond OR Assignment of Account</p>	<p>Private Only:</p> <p>Initial Applicant: Original copy of bond/assignment of account for the AZ SARA Council. Ensure bond/assignment of account follow AZ SARA requirements.</p> <p>Renewal Applicant: Evidence of bond/assignment of account continuation. You can request this from your bonding/assignment of account company/bank. Ensure the amount has been adjusted if needed to meet the AZ SARA requirements.</p>	
<p>AZ SARA Fees</p>	<p>Public and Private:</p> <p>Scan the check and include as a pdf file in the application submission.</p> <p>AZ SARA Feed/Bond: for full details.</p> <p>NOTE: Mail checks to: Rio Salado College's Cashier's Office c/o AZ SARA Council.</p> <p>Institutions Internal to the Maricopa Community College District (MCCCD):</p> <p>Payment to the AZ SARA Council must be completed via an internal transfer from the institution's college to the AZ SARA Council account held at Rio Salado College. The institution must attach the AZ SARA Council invoice to the transfer within FMS for documentation purposes. Contact the AZ SARA Council Executive Director directly for account details.</p>	

CEO/CAO Signature Page	Public and Private: Within the online application portal, you will be prompted to download this page and have it signed by the institution’s CEO or CAO. The signed page will then be uploaded into the online portal. This is to ensure the application has a valid, legally binding signature.	
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