NC-SARA Administrative Forms Process

Institution applies to Home State Portal Entity

- Approved ✓
  - New Institution pays NC-SARA within 60 days of SARA State Portal Entity approval.
    - Does ✓
      - All good.
    - Doesn't ✗
      - New Institution pays NC-SARA after SARA State Portal Entity approval.
  - Disapproved ✗
    - Process ends.

Renewing Institution submits application and State fee (if applicable)

- Request for Participation Deadline Extension
  - New Institution Participation Deadline Extension Form
- Doesn't renew on time
  - Removed from list of SARA schools

Withdraws from SARA

- Institution Non-Renewal Form

Approved for Provisional Participation

- Institution Provisional Participation Form

NC-SARA has the responsibility to track all exceptions to SARA policy. The forms provide documentation of the approval process confirmed at all levels to ensure accuracy of actions taken by NC-SARA staff.