

Louisiana SARA Institutional Application Process

Eligibility for SARA Membership

Membership in the State Authorization Reciprocity Agreement (SARA) is voluntary and is open to any accredited (by an accrediting association recognized by the U.S. Department of Education), degree-granting institution legally domiciled in the State of Louisiana. To be considered domiciled in Louisiana, the institution's main campus or central unit must be located within the State of Louisiana.

The State Application Process

As the SARA State Portal Agency (SPA) for Louisiana, the Louisiana Board of Regents is responsible for accepting, reviewing and approving Louisiana institutions for SARA membership.

Institution's seeking SARA membership should:

- (1) Complete the *Application for Institutional Approval to Participate in SARA* (attached)
- (2) Attach the following documents to the *Application for Institutional Approval to Participate in SARA*:
 - a. A copy of the institution's student complaint process. Board of Regents' staff will become involved in a student complaint filed against the institution by a student who is enrolled in interstate distance education courses or programs in other states participating in the SARA if the student is unable to resolve the complaint via the institutional complaint process, or feels that all issues were not resolved with the final disposition of the institution, and the student files a formal complaint with the Board of Regents. Regents' staff will utilize the *Louisiana Board of Regents' SARA Student Complaint Process* (attached) to serve as a final arbitrator in the dispute between Louisiana-approved SARA institution and the student.
 - b. Documentation explaining the institution's policies and practices addressing catastrophic events and continuity of operations, especially as they relate to:
 - §602.24(c) of federal requirements for catastrophic events
 - Processes for assuring that students (including distance education students) receive the services for which they have paid or reasonable financial compensation for those not received in the event of unanticipated closure of the institution. Such assurances may include tuition assurance funds, surety bonds, teach-out provisions or other practices deemed sufficient to protect consumers.
 - Disaster recovery plans, particularly with respect to the protection of student records.

- (3) Enclose a check or money order in the amount of \$1,500, made payable to the Louisiana Board of Regents
- (4) Submit the *Application for Institutional Approval to Participate in SARA*, along with all supporting documents and payment to:

The Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA. 70821-3677
Attention: Ms. Emily C. Saleh

Applications are reviewed on a rolling-basis. Applications will be reviewed and submitted to the Board of Regents for consideration within 60 days of receipt.

Final Approval by NC-SARA

If approved by the Louisiana Board of Regents, Regents' staff will notify the National Council for SARA (NC-SARA) of the institution's approval. Regents' staff will then send an online, secure payment link to the institution for payment of its NC-SARA annual fee. This annual fee is based on an institution's total full-time equivalent (FTE) enrollment as shown in the Integrated Postsecondary Education Data System (IPEDS) and is assessed as follows:

- \$2,000/year for institutions with fewer than 2,500 FTE students
- \$4,000/year for institutions between 2,500-9,999 FTE students
- \$6,000/year for institutions with 10,000 or more FTE students

Once payment of the NC-SARA annual fee is received, NC-SARA will list the institution on the NC-SARA website (www.nc-sara.org) as an approved institution. Upon listing on the NC-SARA website, the approved SARA institution may operate distance education programs in other SARA member states according to SARA guidelines with no additional authorization required.

Loss of Institutional Eligibility

An institution that does not renew its annual participation agreement with the Louisiana Board of Regents (including the payment of the \$1,500 annual fee) or pay its required annual SARA fees to the NC-SARA is no longer eligible to participate in SARA. An institution can also be removed at any time by the Louisiana Board of Regents or by the SARA Regional Compact (SREB) for violation of SARA Standards. An institution that is removed from eligibility will not receive a fee refund from either the Louisiana Board of Regents or NC-SARA.