

SARA INSTITUTION RENEWAL APPLICATION PROCESS

for 2025-26

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 Policy 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 8, 2025. 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 provide links for your institutional webpages that have necessary disclosures regarding student complaint processes and professional licensure/certification disclosures.
- If your institution also has branch campuses, complete the sections near the end that ask for “additional campus” information.
- 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 on or before August 8, 2025.**
- If you have any questions or concerns while completing the form, please contact Paige Smith at 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. Paige Smith is typically CC'd on these notices. Paige will file your application for you, so you must submit your documentation to her.

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 the SARA Policy Manual, one of four actions may be taken:

1. Approve the application; or
2. Approve the application on provisional status due to unmet terms or conditions.
The 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 the 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, notifying them that your application has been approved at the state level. Paige will notify you via email when the application 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 via email of payment due for the renewal fee, which is paid directly by the institution to NC-SARA. **This notice may not arrive until August or September – 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 will result in late fees and the potential loss of participation. The NC-SARA fee is as follows (effective 7/1/2024):

NC SARA FEES:

Enrolled FTE	Annual Fee –
Less than 2,500	\$2,200
2,500-9,999	\$4,400
10,000-29,999	\$6,600
30,000 or more	\$8,800

For more information on participation fees visit: <https://nc-sara.org/participation-fees>.

General Chart of Process

