

National Council for State Authorization Reciprocity Agreements (NC-SARA)

Mailing Addresses:

UPS or FedEx:

Alabama Commission on Higher Education
100 North Union Street
Suite 782
Montgomery, AL. 36104-3758

Standard Mail:

Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000

Send to attention of Tim Vick

Initial Application Check List

Yes or No	Item Number	Item	Source
	1.	Application for INSTITUTIONAL approval to participate in SARA. Must be signed by the President/CEO or Chief Academic Officer	http://www.nc-sara.org/files/docs/SARA-Institutional-Application_122116_final.pdf . The application will have a date of 12/21/16 on the bottom.
	2.	Signed MOU between ACHE and the Institution	http://ache.alabama.gov/Content/SARA/Initial-MOU.pdf . The MOU will have a date of 11/30/16 on the bottom.
	3.	Documentation Concerning Accreditation Status	Documentation concerning your institution's accreditation status. If you are accredited by SACSCOC, a copy of your institution's information from their webpage at: http://www.sacscoc.org will suffice. Click on the picture of Alabama.
	4.	Non-Public Institutions Only – Latest Available Federal Financial Responsibility Composite Score. See Item 3 on the NC-SARA Application	https://studentaid.ed.gov/sa/about/data-center/school/composite-scores
	5.	State Participation Fee	See MOU for Amount. Checks should be payable to: State of Alabama (ACHE-ASPA) . If your institution requires an invoice and/or a W-9, please contact Tim Vick at tim.vick@ache.edu .

Renewal Application Check List

Yes or No	Item Number	Item	Source
	1.	Application for INSTITUTIONAL RENEWAL to participate in SARA. Must be signed by the President/CEO or Chief Academic Officer	http://www.nc-sara.org/files/docs/SARA-Institutional-RENEWAL_Application_122116_Final.pdf . The application will have a date of 12/21/16 on the bottom.
	2.	Signed MOU between ACHE and the Institution	http://ache.alabama.gov/Content/SARA/Renewal-MOU.pdf . The MOU will have a date of 11/30/16 on the bottom.
	3.	Documentation Concerning Accreditation Status	Documentation concerning your institution's accreditation status. If you are accredited by SACSCOC, a copy of your institution's information from their webpage at: http://www.sacscoc.org will suffice. Click on the picture of Alabama.
	4.	Non-Public Institutions Only – Latest Available Federal Financial Responsibility Composite Score. See Item 3 on the NC-SARA Application	https://studentaid.ed.gov/sa/about/data-center/school/composite-scores
	5.	State Participation Fee	See MOU for Amount. Checks should be payable to: State of Alabama (ACHE-ASPA) . If your institution requires an invoice and/or a W-9, please contact Tim Vick at tim.vick@ache.edu .

Important Note: After your institution is approved by ACHE acting as the State Portal Agency, you will be emailed an invoice from NC-SARA's national headquarters for the fee to be paid directly to them. Do not send them your fee until you get the email from them.