



POSTSECONDARY RECIPROCAL DISTANCE EDUCATION COORDINATING COUNCIL

FL-SARA INSTITUTIONAL CHECKLIST

#	Document Type	Notes
1	New Application or Renewal	Public and Private: Select the Initial or Renewal Application. The institution's President or Chief Academic Officer must sign and initial each item on the application, indicating agreement with the conditions and terms of membership. Do not initial the checkboxes on the right side of the application as these are for Council use. Applications signed and initialed by anyone other than the President or Chief Academic Officer will be returned and may cause your application to be moved to the next meeting.
2	State Approval	Public: A copy of the Section 1000.21, F.S. Private (CIE): Current license with the Commission for Independent Education Private (ICUF): CS/SM 1654: Memorial Regarding Postsecondary Programs and Section 1005.06, F.S.
3	Accreditation	Public and Private: Accreditation certificate including any notices and/or report outcomes with accreditors. A screenshot of the accreditation website will suffice if no certificate is available.
4	Financial Index Score	Private Only: Title IV Participating Institutions: Score as provided in the audited financials. Non-Title IV Participating Institutions: Score and calculation sheet used by an independent CPA to determine the score. Contact the Director if further guidance is needed.
6	Financials	Private Only: Most recent audited financials.
7	Complaint Process	Public and Private: As part of the SARA approval requirements, your institution agreed to the SARA complaint disclosure process as documented in the NC-SARA policies (4. Consumer Protection). Please provide evidence as to compliance with this policy in the form of a PDF copy of the institutional complaint policy including DRAFT language showing the PRDEC Council as an appellate body for FL-SARA students. Please do not update this language until approved. <i>Complaint Language Example:</i> Out-of-State Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page.
8	FL-SARA Fees	Public and Private: Prior to mailing your FL-SARA fees check, please scan the check and include as a PDF file with your application submission as proof of payment. When your check is mailed, you must include the FL-SARA fee transmittal form . Please visit the FL-SARA fees page to review your institution's applicable fees and submission instructions.