

Massachusetts SARA Initial Application

Documentation Checklist

1. Documentation of Domicile

Public Institutions

- Copy of enabling statute

All Other Institutions

- First page of Form 990 **or**
- Articles of Organization/Articles of Amendment most recently filed with the Secretary of the Commonwealth

2. Documentation of Accreditation Status

- Most recent letter from institution's primary accreditor regarding the institution's accreditation status

3. Corporate Parent/Owner (if applicable)

- Contact information of the institution's corporate parent/official owner
- Documentation of FRCS Score of the institution's corporate parent/official owner

4. URL to Institution's Student Complaint Form

- URL or email address used by 100% online students to file student complaints

5. URL to Institution's Student Complaint System

- URL where the institution's complaint procedures for 100% online students can be found

6. Documentation of the Institution's FRCS Score

Non-Public Institutions only

- Letter from US-DOE with calculated FRCS Score **or**
- Copy of the [US-DOE spreadsheet row](#) containing the most recently reported FRCS Score

7. Student Complaint Procedure

- Copy of the institution's student complaint procedures applicable to 100% online students, which includes or provides a URL to information regarding the DHE's Massachusetts SARA Complaint Procedure **and** explains or provides a URL to an explanation of which students are eligible to file a SARA Complaint

8. Notice to Students re: Student Complaint Procedure in Accordance with 610 CMR 12.03(1)(h)

- Copy of the institution's electronic notice (e.g., email, enrollment agreement, etc.) to enrolled students regarding the institution's student complaint procedures applicable to 100% online students, which includes or provides a URL to information regarding the DHE's Massachusetts SARA Complaint Procedure **and** explains or provides a URL to an explanation of which students are eligible to file a SARA Complaint

9. Notice to Students re: Courses or Programs Leading to Professional Licensure in Accordance with 610 CMR 12.03(2) (if applicable)

- **General Disclosures** ([34 C.F.R. § 668.43\(a\)\(5\)\(v\)\(A-C\)](#)): For prospective and enrolled students, one webpage with the following lists for all Professional Licensure program, or one webpage with all links to individual webpages for each program with the following lists:
 - A list of all States for which the institution has determined that its curriculum **meets** the State educational requirements for licensure or certification;
 - A list of all States for which the institution has determined that its curriculum **does not meet** the State educational requirements for licensure or certification; and
 - A list of all States for which the institution has **not made a determination** that its curriculum meets the State educational requirements for licensure or certification
- **Direct Disclosures** ([34 C.F.R. § 668.43\(c\)\(1\)](#) and [SARA Manual § 5.2](#)): For prospective students prior to enrolling and enrolled SARA students, who are located in a state where the Professional Licensure program **does not meet** the requirements or if the institution has **not made a determination*** whether the program meets the requirements, **an email sent directly to the student (or other direct electronic communication)**, containing notice to that effect.
 - * For students located in states where the institution has **not made a determination**, the institution must provide in its direct notice to prospective and enrolled students current contact information for any applicable licensing boards, and advise the student or application to determine whether the program meets requirements for licensure whether the student or applicant is located.

10. Disaster Recovery Plan, Procedure, Policy or Affirmation

- Copy of the institution's disaster recovery plan, procedure, policy or affirmation which includes the institution's procedures for preserving student records in the event of institutional closure in accordance with the institution's accrediting body's standards for institutional closure and the DHE's Notice of Closure Guidelines

11. List of Academic Offerings

- List of the courses and/or programs the institution intends to offer pursuant to participation in Massachusetts SARA via distance (online) education to students located outside Massachusetts

12. Documentation of Tuition Refund Policy

- Copy of the institution's tuition refund policy for students enrolled in distance (online) education courses or programs

13. Financial Stability Documentation (Institutions with FRCS Scores Between 1.0-1.49)

- A written explanation from institutional management as to why the institution's score is below 1.5 and the requirements imposed on the institution by the US-DOE for continued participation in Title IV.
- A written statement in the most recent fiscal year audited financial statement confirming that the institution is financially stable. The audited financial statement must show that the institution has adequate revenue to meet its financial obligations, including payment of unearned tuition.
- The institution's financial responsibility score for the five (5) most recently available years. If an official financial responsibility score has not been received from the U.S. Department of Education but is ascertainable from the institution's financial records, the institution should calculate the score independently and provide it to the DHE.
- A corrective action plan and timeline.

14. Electronic Contact and Mailing Information

For the following personnel:

- Institutional Signatory Officer for Massachusetts SARA, either the CEO or CAO
- President's Designee for Receiving and Responding to SARA Complaints
- Principal SARA Contact

15. Electronic Contact Information

For the following personnel:

- Secondary SARA Contact