Massachusetts SARA Renewal Application
Documentation Checklist

1. Documentation of Domicile
   - Public Institutions
     - Copy of enabling statute
   - All Other Institutions
     - First page of 990 Form or
     - Articles of Organization most recently filed with the Secretary of State

2. Documentation of Accreditation Status
   - Most recent letter from institution’s regional accrediting body regarding the institution’s accreditation status

3. Corporate Parent/Owner (if applicable)
   - Contact information of the institution’s corporate parent/official owner
   - Documentation of independently calculated FRCS Score of the institution’s corporate parent/official owner

4. URL to Institution’s Student Complaint Form
   - URL or email address used by students to file student complaints

5. URL to Institution’s Student Complaint Website
   - URL where the institution’s student complaint procedure 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 last reported FRCS Score

7. Student Complaint Procedure
   - Copy of the institution’s student complaint procedure, 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 to enrolled students regarding the institution’s student complaint procedure(s), 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)
   - Copy of the institution’s electronic notice to enrolled students regarding whether or not the courses or programs they have enrolled in that customarily lead to professional licensure meet the professional licensure requirements of the student’s home state, which at a minimum includes contact information for institutional personnel capable of answering questions regarding professional licensure, and whether or not the institution has verified that the course or program(s) do or do not meet the student’s home state’s professional licensure requirements.

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 out-of-state residents.

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 U.S. Department of Education 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
16. **Summary of Significant Institutional Changes**

A summary of the following:

- Changes to course/program offerings such as new or closed courses/programs
- Changes in institutional accreditation status regarding distance (online) education
- Changes in the institution’s or its corporate parent/official owner’s FRCS Score
- Changes in institutional SARA contacts and/or personnel
- Changes in address
- Operational plans for future online course/program development

17. **Comments to Improve the Efficiency and Effectiveness of the SARA Initiative**

- Comments to improve the efficiency and effectiveness of the SARA Initiative, or Massachusetts SARA in particular