

## UTAH SARA Institution Application Supporting Documents

*The following documents are required for Utah institutions to complete a SARA institution renewal application. Once gathered, the following documents shall be placed in the UT Sara Box folder along with the NC-SARA application and the UT SARA Links Addendum. Institutions will be emailed a naming convention for documents.*

1. Evidence Utah is the institution's home state (non-public institutions only). Provide:
  - a. Copy of Certificate of Existence from Utah Division of Corporations and Commercial Codes which demonstrates institution is authorized to operate in Utah ([corporations.utah.gov](http://corporations.utah.gov))
  - b. If incorporated in another state, a copy of the articles of incorporation

**NOTE:** Public institutions – reference Utah Code 53B Chapter 1 State System of Higher Education which establishes the public system of higher education governed by the Utah Board of Higher Education. Section 102 lists Utah's public institutions. See <https://le.utah.gov/xcode/Title53B/Chapter1/53B-1-S102.html>

Utah Code 53B-2-101 establishes the public institutions' rights as political and corporate entities. See <https://le.utah.gov/xcode/Title53B/Chapter2/53B-2-S101.html>

2. Evidence Institution is accredited. Provide the current letter from the institution's primary accreditor.
  - Primary accreditor must be recognized by the U.S. Secretary of Education ([https://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html#RegionalInstitutional](https://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html#RegionalInstitutional) )
  - Letter must show status (if status other than "good standing," provide most recent correspondence with accreditor regarding the status)
  - Letter or other correspondence must show the date current accreditation period ends
3. Disclosure of Corporate Parent/Owner (if applicable). Compile a document that includes:
  - Institution's corporate parent/owner

- Contact information of individuals and/or entities with ownership interest – controlling or otherwise
  - Names, OPEID, and primary accreditor of other postsecondary institutions owned by corporate parent/owner
  - USDOE composite score of institution’s corporate parent/owner
4. Disclosure of investigations, audits, and lawsuits (if applicable). Provide citation and a brief description of any current investigations, audits, or lawsuits – in Utah or in any US state or territory – against the applicant institution or any institution owned by a corporate parent/owner involving fraudulent consumer practices, serious misconduct involving a student or students, accreditation, financial solvency, or other matters that may impact the institution’s ability to provide educational services
  5. Evidence of Financial Stability (non-public institutions only). Provide:
    - a. Screen capture of the institution’s most recently published USDOE Federal Financial Responsibility Composite Score (FFRCS - <https://studentaid.gov/data-center/school/composite-scores>); or
    - b. Formal letter from USDOE FSA with more recent calculated composite score; and
    - c. Disclosure and brief explanation of any HCM status
  6. Financial Stability Documentation (non-public Institutions only with FFRCS Scores Between 1.0-1.49). Provide:
    - a. Brief explanation of why the institution's score is below 1.5 and the requirements imposed on the institution by USDOE for continued participation in Title IV;
    - b. Statement from the most recent fiscal year audited financial statement confirming that the institution is financially stable and has adequate revenue to meet its financial obligations, including payment of unearned tuition;
    - c. Institution’s financial responsibility score for the five 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
    - d. Corrective action plan and timeline.

**NOTE:** Institutions with FFRCS of 1.0 to 1.49 will be required to provide a bond. See section 5 of <https://ushe.edu/ushe-policies/r431-state-authorization-reciprocity-agreement/> for surety bond schedule.)

7. Courses or Programs Leading to Professional Licensure or certification (if applicable). Provide:

- a. List of academic programs that lead to professional licensure or certification – include the name of program, award level, and 6-digit Classification of Instructional Program (CIP) code – ex. Accounting / BS-BA / 52.0301);
- b. Copy of language for [one Direct Disclosure](#) to prospective students and a brief explanation of how notification is conveyed – email or other electronic communication;
- c. Copy of current language of one Direct Disclosure to enrolled students and a brief explanation of how notification is conveyed; and
- d. Brief narrative, including timelines, of the institution’s process to confirm programs meet license or certification requirements in other states, and process to monitor student location and location changes, and subsequent notifications