**MEMORANDUM OF AGREEMENT**

between

Click here to enter text.

and the

Office of the State Superintendent of Education

**THIS MEMORANDUM OF AGREEMENT (MOA)** is made and entered into by and between Click here to enter text. (“Institution”) and the Office of the State Superintendent of Education (OSSE) to facilitate institutional participation in State Authorization Reciprocity Agreement (SARA).

State Authorization Reciprocity Agreement (SARA) is a national initiative which seeks to establish comparable national standards for the interstate offering of postsecondary distance-education courses and programs. SARA is a voluntary agreement among regional compacts (SREB, NEBHE, MHEC, and WICHE) and member states. Each member state approves their in-state institutions for SARA participation. Institutional membership is voluntary and open to accredited, degree-granting institutions from all sectors of postsecondary education (proprietary, public, and private). Once approved, SARA member institutions may offer distance education programs in other SARA member states without additional authorization.

**PURPOSE**:

The purpose of this MOA, as authorized under the Higher Education Licensure Commission Amendment Act of 2015 (DC Law 21-74; codified at § 38-1307 (5)), is to:

(1) Ensure consistent consumer protection in interstate distance delivery of higher education;

(2) Provide a process to review and appropriately act on complaints concerning the Institution, including enforcement of applicable state laws; and

(3) Identify the roles and responsibilities of the Institution and OSSE.

**Institution will:**

* Consent to such provisions as may be necessary for purposes of participation in SARA (see DCMR 8301.7) though otherwise conditionally exempt from state laws governing degree-granting institutions pursuant to DC Official Code §38-1310 (b) thru (e);
* Adhere to the all SARA Policies and Procedures;
* Provide assistance as necessary to resolve complaints pertaining to the Institution’s distance education courses and programs in accordance with the HELC Complaint Process; and
* Pay the annual DC Portal Agency Fee based on the institution’s most recent total full-time equivalent (FTE) enrollment as shown in the Integrated Postsecondary Education Data System (IPEDS) per fiscal year to the HELC to offset the costs of administering this agreement, state participation in SARA, and the student complaint process. Payments shall be made payable to the DC Treasurer.

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| --- | --- |
| **FTE Students**  | **FY21 DC Fee\*** |
| Fewer than 2,500 | $3,000 |
| 2,500 – 9,999 | $6,000 |
| 10,000 or more | $9,000 |

\*SARA fees will be determined annually.

**OSSE will:**

* Make reasonable efforts to perform all duties, responsibilities and actions necessary to enter into and maintain participation in SARA, to include serving as the state portal agency responsible for contact with NC-SARA, SREB, other states, and students in accordance with SARA policies; and
* Fairly and expeditiously review, investigate, and resolve complaints according to the HELC SARA Complaint Process.

This agreement shall be in effect for a period of one (1) year from the date of execution, unless earlier terminated or amended by subsequent agreement of the parties.

**IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement.**

(signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click here to enter text. Date

Title: Click here to enter text.

Institution: Click here to enter text.

(signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Angela H. Lee Date

Title: Executive Director

Higher Education Licensure Commission

Office of the State Superintendent of Education