**INSTITUTION INFORMATION –NON NC-SARA DISTANCE LEARNING *SUBMIT THIS FORM ANNUALLY***

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| **OUT-OF-STATE INSTITUTIONS WITH NO PHYSICAL PRESENCE, OFFERING NJ RESIDENTS NO OTHER PROGRAMS EXCEPT FOR COLLEGE CREDIT-BEARING DISTANCE LEARNING - N.J.A.C. 9A1-7.5** | | | | | |
| **Date**  Click or tap to enter a date. | | | **Institution plans to apply for NC-SARA membership? /When?**  Choose an item. Choose an item. | | |
| **Contact Information** | | | | | |
| **Name** | | | **Email** | | |
| Click or tap here to enter text. | | | Click or tap here to enter text. | | |
| **Institution Information** | | | | | |
| **Institution Name** Click or tap here to enter text. | | | | | |
| **Institution/Program Website** Click or tap here to enter text. | | | | | |
| **Institution Main Campus Address** | | | | | |
| **Address** | **City** | **State** | | **Zip Code** | **Telephone** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Institution Sector** | | | | | |
| **Proprietary**  **Public Research or State College**  **Independent not for profit**  **Religious**  **Community College/2-year public institution**  **Other (please explain)** Click or tap here to enter text. | | | | | |
| **Institution Accrediting Body**  Click or tap here to enter text. | | | **Program(s) Accreditor(s) (if applicable)**  Click or tap here to enter text. | | |
| **Total Institution Enrollment**    Click or tap here to enter text. | | | **Total NJ Resident Enrollment in Distance Education Programs**  Click or tap here to enter text. | | |

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| **Academic Program Information** |
| **List All Degree and/or Certificate Program(s) Offered Through Distance Education with New Jersey Resident Enrollment**  ***The fee is $10,000 per each distance education program with New Jersey resident enrollment***  ***For fee related forms and fee submission guidelines, please visit*** [***https://www.state.nj.us/highereducation/licensure/feeschedule.shtml***](https://www.state.nj.us/highereducation/licensure/feeschedule.shtml)  **Total # of Programs and/or certificates:** Click or tap here to enter text. |
| **List Program Information**  (e.g. B.S., Bachelor of Science, Business Administration ,6-digit CIP Code)  Click or tap here to enter text. |
| **List All Course(s) Name(s) and Number(s) Offered Through Distance Education with New Jersey Resident Enrollment**  ***The fee is $1,000 per each distance education course (not included in any academic program listed above) with New Jersey resident enrollment, payable annually***  ***For fee related forms and submission guidelines, please visit*** [***https://www.state.nj.us/highereducation/licensure/feeschedule.shtml***](https://www.state.nj.us/highereducation/licensure/feeschedule.shtml)  **Total # of Courses:** Click or tap here to enter text. |
| **List Course Information**  (e.g. Introduction to Business Communications, BU110  Click or tap here to enter text. |

Fees must be received within ten (10) days of the submission. **All checks should be made out to Treasury, State of New Jersey**.

Fee submissions must be sent via next-day carrier, along with the Licensure Petition Fee Memo and Licensure Check Information Sheet, to the address provided below. Please click below to download the memo template and itemized check information sheet.

* [Licensure Check Information Sheet](https://www.nj.gov/highereducation/documents/pdf/licensure/Licensure%20Check%20Information%20Sheet.xlsx)  (sample sheet can be found [here](https://www.nj.gov/highereducation/documents/pdf/licensure/check-information-sheet-sample.pdf))
* [Licensure Petition Fee Memo](https://www.nj.gov/highereducation/documents/pdf/licensure/licensure-petition-fee-memo.docx)

**Please send fee submission via overnight mail with tracking number to:**:  
Office of the Secretary of Higher Education (OSHE)  
Attn: Licensure Unit / Adrian Wright  
1 John Fitch Plaza, 10th Floor  
PO Box 542  
Trenton, NJ 08625

**If the check is received with incorrect or missing information, it will be returned to the submitting institution.**

Once the registration form and corresponding fee have been received and accepted, OSHE will send a confirmation email to the institution via the contact identified in the Licensure Petition Fee Memo.

**Please Note:** ALL FEES ARE NON-REFUNDABLE.