**INSTITUTION INFORMATION –NON NC-SARA DISTANCE LEARNING *Submit This Form Annually* *And Indicate Changes***

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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 Programs of Study including Degree and/or Certificate Program(s) Offered Through Distance Education with New Jersey Resident Enrollment*****The fee is $10,000 and one-time per each distance education program with New Jersey resident enrollment*** **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) Not Included in Degree or Certificate Programs Offered Through Distance Education with New Jersey Resident Enrollment*****The fee is $1,000 and one time per each distance education course (not included in any academic program listed above) with New Jersey resident enrollment,*** **Total # of Courses:** Click or tap here to enter text. |
| **List Course Information**(e.g. Introduction to Business Communications, BU110Click or tap here to enter text. |

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

**Please send fee submission via overnight mail with tracking number to:**:
Office of the Secretary of Higher Education (OSHE)
Attn: Licensure Unit / Dr. 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.