



## New Instructional Location Form

An instructional location is a classroom extension operated under the direction of a designated Virginia site. It is geographically located within 50 mile radius from the designated site and offers less than 50% of an educational program.

Mail form and company or cashiers' check, in the amount of \$100, made payable to the **Treasurer of Virginia**, to: State Council of Higher Education for Virginia. ATTN: Private Postsecondary Education. 101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219

Complete this form for each instructional location operating in Virginia. Make copies of this form to report information for additional locations.

### New Location Information

School Name:		Date:		
Street Address:				
City:		State:		ZIP Code:
Office Phone #:	(     )	Office Fax #:	(     )	
Contact Person:		Title:		
Phone # :	(     )	Email :		

### List of Courses Offered at the New Instructional Location (attach separate sheet to list additional courses)

Course Title	Type of Course *		Hours	Name of Program of Study
				Site where program will be completed
	<input type="checkbox"/> Degree	<input type="checkbox"/> Certificate	# Hours	
	<input type="checkbox"/> Remedial	<input type="checkbox"/> Other	<input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree	<input type="checkbox"/> Certificate	# Hours	
	<input type="checkbox"/> Remedial	<input type="checkbox"/> Other	<input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree	<input type="checkbox"/> Certificate	# Hours	
	<input type="checkbox"/> Remedial	<input type="checkbox"/> Other	<input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree	<input type="checkbox"/> Certificate	# Hours	
	<input type="checkbox"/> Remedial	<input type="checkbox"/> Other	<input type="checkbox"/> Clock <input type="checkbox"/> Credit	

### Additional Information

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### \*Type of Course

<p><b>Degree:</b> A course taken as part of a program of study leading to a degree.</p> <p><b>Remedial:</b> A course taken to remediate student skills in a subject. (e.g. math, writing, etc.)</p>	<p><b>Certificate:</b> A course taken as part of a program of study leading to a certificate or diploma</p> <p><b>Other:</b> A course that does not meet the definition of degree, certificate or remedial. Please provide additional information regarding this course in the space provided.</p>
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