

SCHEV
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219



**STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA**

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Web: www.schev.edu

Primary Contact Update Form

The Primary Contact is SCHEV's main contact and the person responsible for processing the institution's recertification application. The annual notice alerting the institution of the opening of the recertification application period will be e-mailed to the Primary Contact. Often the Primary Contact will also receive notices, updates, and alerts from SCHEV concerning other matters related to higher education in Virginia, thereby serving as the liaison between SCHEV and the institution. Changes to the Primary Contact or his/her contact information should be reported to SCHEV staff immediately. While SCHEV's database can include multiple school contacts, it can only have one designated Primary Contact per school.

Institution Name: _____

Prefix: Mr. Ms. Mrs. Dr. Rev. Other: _____

Primary Contact Name: _____

Title: _____

Mailing Address: _____

E-Mail Address: _____

Office Phone: (____) _____ Fax Phone: (____) _____

Complete and mail form to:
State Council of Higher Education for Virginia
ATTN: Private Postsecondary Education
101 N. 14th Street, 9th Floor
James Monroe Building
Richmond, VA 23219