



## Instructions for Completing Religious Exemption Application Process

	Required Documents	New Religious Exempt Institution Application Process
1	<b>Name Acknowledgment Form</b>	<p>By applying for certification to operate, you attest that the institution will operate in compliance with Chapter 21.1 (§23-276.1 et seq.) of title 23 of the Code of Virginia, and 8VAC40-31-50 of the Virginia Administrative code.</p> <ul style="list-style-type: none"> <li>Submit a typed Initial Request for Name Acknowledgment Form, along with the accompanying fee of \$350. The form is available at <a href="https://ppe.schev.edu/ppe-forms-and-regulations">https://ppe.schev.edu/ppe-forms-and-regulations</a> under the Religious Exemption tab. Handwritten forms will be returned.</li> <li>You must provide a company check in the correct, nonrefundable amount made payable to: <b>Treasurer of Virginia</b>.</li> <li>In the event an institution submits a non-negotiable check, a \$35 returned check fee will be assessed and the institution's initial request for name acknowledgement for religious exemption will be returned.</li> <li><b>The Initial Certification Application for Religious Exemption cannot be submitted until the institution name is approved and name acknowledgment letter has been issued.</b></li> </ul>
2	<b>Institution Application for Religious Exemption</b>	<ul style="list-style-type: none"> <li>Submit a typed Certification Application for Religious Exemption form in its entirety, in accordance with 8VAC40-31-50. The form is available at <a href="https://ppe.schev.edu/ppe-forms-and-regulations">https://ppe.schev.edu/ppe-forms-and-regulations</a> under the Religious Exemption tab. No handwritten forms.</li> <li>Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
4	<b>School Catalog</b>	<ul style="list-style-type: none"> <li>Provide a copy of the Student Catalog for review.</li> </ul>
5	<b>Sample Credential</b>	<ul style="list-style-type: none"> <li>Provide a copy of each diploma/degree that will awarded to student upon completion of a program.</li> </ul>
6	<b>Other required documents</b>	<ul style="list-style-type: none"> <li>A copy of the State Corporation Commission certificate is required, if incorporated in Virginia.</li> </ul>
7	<b>Fees</b>	<ul style="list-style-type: none"> <li>You must provide a company check in the correct, nonrefundable amount of \$350 made payable to: <b>Treasurer of Virginia</b>.</li> <li>In the event an institution submits a non-negotiable check, a \$35 returned check fee will be assessed and the institution's initial certification application for religious exemption will be returned.</li> </ul>

**Completed certification package should be mailed to:**

Private Postsecondary Education  
State Council of Higher Education for Virginia  
101 North 14<sup>th</sup> Street, 9<sup>th</sup> Floor  
James Monroe Building  
Richmond, VA 23219