



Instructions for Completing Religious Exemption Application Process

	Required Documents	New Religious Exempt Institution Application Process
1	Name Acknowledgement Form	<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"> Initial Request for Name Acknowledgement Fee: \$300 You must provide a company check in the correct, nonrefundable amount made payable to: Treasurer of Virginia. 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. The Initial Certification Application for Religious Exemption cannot be submitted until the institution name is approved and name acknowledgement letter has been issued.
2	Institution Application for Religious Exemption	<ul style="list-style-type: none"> Application for Certification in its entirety, in accordance with 8VAC40-31-50. Accompanying attachments for this form must be clearly marked as an addendum within this section.
3	Projected Accounting Budget	<ul style="list-style-type: none"> Complete Projected Accounting Budget form (three year projection)
4	School Catalog	<ul style="list-style-type: none"> Provide a copy of the Student Catalog for review
5	Sample Credential	<ul style="list-style-type: none"> Provide a copy of the diploma/degree that will awarded to student upon completion of a program
6	Other documents required to complete application package	<p>Copy of the following document is required:</p> <ul style="list-style-type: none"> The State Corporation Commission certificate, if incorporated in Virginia
7	Fees	<ul style="list-style-type: none"> Initial Religious Exemption Application: \$300 You must provide a company check in the correct, nonrefundable amount made payable to: Treasurer of Virginia 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.

Completed certification package should be mailed to:

Private and Out-of-State Postsecondary Education
State Council of Higher Education for Virginia
101 North 14th Street, 9th Floor
James Monroe Building
Richmond, VA 23219