



Institutional Renewal Application for Religious Exemption

I. General Information - Form must be typed. Handwritten forms will be returned unprocessed.

Institution Name:				
Address:				
City:			State:	ZIP + 4
Phone Number ()		Fax Number ()		
Website:				
Contact Person:				
First		Last		MI
Address:				
City:			State:	ZIP + 4
Phone Number ()		Email address		
President's Name			Title	

Does the school exist outside of Virginia? Yes No

If yes, attach document providing information about the school.

II. Accreditation Information

If accredited by an organization recognized by the US Dept. of Education, please include a copy of notice of accreditation.

Accredited Yes Name of Accrediting Agency

Accredited No Seeking Accreditation Yes No

If seeking accreditation, name of accrediting agency

Anticipated date of initial accreditation award

III. Tax Exemption Information

Does the Institution have 501© (3) tax exemption status? Yes No

If yes, provide appropriate IRS verification documentation.

Federal Tax ID #

IV. Ownership Information

Legal Name (Corporate or other) of Institution Owner:	
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Address:	
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City:		State:		ZIP + 4	
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Phone Number ()		Fax Number ()	
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Ownership Contact Person	
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Phone Number ()		Email address	
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Date institution was chartered or authorized to transact business in Virginia (attach copy of the Virginia State Corporation Commission certificate)

Date out-of-state institution was granted authorization to operate from the state where main campus is located (attach copy of the state authorization document)

V. Enrollment Data-Provide the number of graduates during the last five years, claiming Virginia residency.

Total Number of Graduates ___ ___

VI. Credentials Offered (i.e. Bachelor of Religious Studies) and number of graduates from each program. Attach additional information on separate sheet, if necessary.

Mode of Delivery	Totally Online: <input type="checkbox"/>	Onsite: <input type="checkbox"/>	Hybrid: (combination of face-to-face and online instructions) <input type="checkbox"/>
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VII. School Catalog- Please submit copy of the school catalog.**VIII. Please provide a sample diploma/degree/credential that will be awarded to students upon completion of a program.****IX. Fees –Submit a company check, or cashier’s check in the amount of \$350, made payable to the Treasurer of Virginia, must accompany this application and mailed to:**

State Council of Higher Education for Virginia
ATTN: Private Postsecondary Education (PPE)
101 N. 14th Street , 9th Floor
Richmond, VA 23219

Religious Exemption Renewal Fee (non-refundable) \$350.00