



## Institutional Certification Application Form

### I. General Information

*(each branch operating in Virginia must certify separately. If operating multiple branches under the same legal name, only one fee will be assessed against that name regardless of the number of branches.)*

Institution Name:				Date:	
Virginia Address:					
City:		State:		ZIP Code:	
School Phone:	( )	School Fax:	( )		
Contact Person:					
	<i>Last</i>	<i>First</i>	<i>Title</i>		
Virginia Contact Address:					
City:		State:		ZIP Code:	
Phone Number:	( )	Fax Number:	( )		
Contact Email:			Internet Address:		
Chief Executive Officer:			Title:		

### II. Institution Type *(based on state of incorporation)*

30	Out-of-State Public	<input type="checkbox"/>	41	In-State, Degree, For Profit	<input type="checkbox"/>
31	Out-of-State, Degree, For Profit	<input type="checkbox"/>	42	In-State, Degree, Non Profit	<input type="checkbox"/>
32	Out-of-State, Degree, Non Profit	<input type="checkbox"/>	43	In-State, Career-Technical	<input type="checkbox"/>
33	Out-of-State, Career-Technical	<input type="checkbox"/>			

### III. Accreditation Information

*Out-of-State Institutions requesting certification must be fully accredited by an organization recognized by the U.S. Department of Education. Unaccredited in-state institutions must submit annually a summary of actions taken towards securing accreditation. **Does not apply to In-State, Career-Technical schools.***

Accredited : Yes	<input type="checkbox"/>	Name of Accrediting Institution:	
Accredited : No	<input type="checkbox"/>	Actual or anticipated date of initial accreditation award	

#### IV. Ownership Information

Legal Name ( <i>corporate or other</i> ) of Institution:					
Legal Name ( <i>corporate or other</i> ) of Institution owners:					
Phone Number:	( )	Fax Number:	( )		
Ownership Contact Person:		Email:			
Phone Number:	( )	Fax Number:	( )	Federal Tax ID #	-

#### Type of Ownership

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Corporation
<input type="checkbox"/> For Profit	<input type="checkbox"/> Non Profit
Date institution was chartered or authorized to transact business in Virginia, if applicable. ( <i>attach a copy of most current Virginia State Corporation Commission approval notification</i> )	
Date Out-of-State institution was granted authorization to operate from state where main campus is located ( <i>attach a copy of the state authorization document</i> )	

#### V. Fees

A company check, certified bank check or money order, in the correct, non-refundable amount, made payable to the **Treasurer of Virginia**, must accompany this application.

#### Initial Application Fees

Institutions of Higher Education : \$ 6,000.00 <input type="checkbox"/>	Career-Technical Schools : 2,500.00 <input type="checkbox"/>
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#### Renewal Application Fees

Renewal Unaccredited Institutions of Higher Education	\$6,000.00	<input type="checkbox"/>	Renewal Postsecondary Schools with Gross Tuition between \$100,000 - \$150,000	\$1,500.00	<input type="checkbox"/>
Renewal Unaccredited Out-of-State Career-Technical Schools	\$2,500.00	<input type="checkbox"/>	Renewal Postsecondary Schools with Gross Tuition between \$50,000 - \$100,000	\$1,000.00	<input type="checkbox"/>
Renewal Postsecondary Schools with Gross Tuition ≥ \$150,000	\$2,500.00	<input type="checkbox"/>	Renewal Postsecondary Schools with Gross Tuition ≤ \$50,000	\$ 500.00	<input type="checkbox"/>

#### VI. Surety

Complete and return the **IC Surety Instrument Calculation Form**, which determines the amount of the institution's required surety. Attach the original transacted surety bond form or clean irrevocable line of credit. The surety is based on the non-Title IV funds, which have been received from students or agencies for which the education has not yet been delivered. Institutions certified to operate in Virginia for two calendar years or more shall be exempt from the surety instrument requirement if they can demonstrate a U.S. Department of Education composite financial responsibility score of 1.5 or greater on their current financial statement; or if they can demonstrate a composite score between 1.0 and 1.4 on their current financial statement and have scored at least 1.5 in either of the prior two years. Out-of-state, public institutions of higher learning are exempt from the surety requirement.

**VII. Enrollment Data and Other Statistical Reporting****A. New Postsecondary Schools Enrollment Data**

Estimated Annual Enrollment:

Number of Students per Program:

**B. Credentials to be offered** Certificate Diploma Associate Baccalaureate Master's Doctorate**VIII. Other Required Documents to Include with Certification Submission**

a. Draft of Student Handbook

b. Sample Advertising and Promotional Materials

c. Administrators and Faculty Credentials

d. Sample Enrollment Agreement

e. School Plan