

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



State Council of
Higher Education for Virginia

Phone: (804) 225-2600
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Web: www.schev.edu

INSTITUTIONAL CERTIFICATION APPLICATION FORM
RELIGIOUS EXEMPTION

I. General Information

Date of Application _____

Institution Name _____

Virginia Street Address _____ City _____ Zip Code _____

Contact Person _____
Name _____ Title _____

Contact Street Address _____ City _____ State _____ Zip Code _____

Telephone number () _____ Fax number () _____

Internet Address _____

E-mail Address _____

Chief Executive Officer _____
Name _____ Title _____

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 institution _____

Accredited No _____ Anticipated date of initial Accreditation award _____

III. Tax Exemption Information *Does the Institution have 501(c)(3) tax exemption status? If so, please provide appropriate IRS verification documentation.*

501(c)(3) Tax Exemption YES _____ 501(c)(3) Tax Exemption NO _____

Federal Tax ID #: ____ - ____

IV. Ownership Information

Legal name (*corporate or other*) of Institution owner _____

Legal Address (*corporate or other*) on owners _____

Telephone number Fax number
() ()

Ownership Contact Person _____

Telephone number E-mail Address
() _____

Date institution was chartered or authorized to transact business in Virginia (*attach a copy of the Virginia State Corporation Commission certificate*) _____

Date Out-of-State institution was granted authorization to operate from state where main campus is located (*attach a copy of the state authorization document*) _____

V. Enrollment Data:

Estimated Annual Enrollment:

VI. Degree Levels Offered – (check all that apply)

Diploma _____
Certificate _____
Associates _____
Bachelors _____
Masters _____
Doctoral _____

VII. Fees – (a company check in the correct, non-refundable amount, made payable to the Treasurer of Virginia, must accompany this application.)

Religious Exemption Fee \$300.00

Name Acknowledgment Fee (*if using the term “college” and/or “university” in school’s name*) \$300.00

VIII. Request for School Catalog – Please submit a draft copy of school catalog, including a statement that the institution is “exempt from the requirements of certification by the State Council of Higher Education.”

IX. Request for Financial Statement – Please submit a copy of the institution’s most recently audited, reviewed and/or compiled financial statement. If inapplicable, please submit a three year projected accounting budget.