



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:				
Address:				
City:		State:		ZIP + 4
Phone Number	()		Fax Number	()
Ownership Contact Person				
Phone Number	()	Email address		
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"/>

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