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



Phone: (804) 225-2600 Fax: (804) 225-2604 TDD: (804) 371-8017 Web: www.schev.edu

Application for Agent Permit

Application is hereby made to the State Council of Higher Education for Virginia for a permit to solicit students for enrollment in an accredited, postsecondary school, as defined in Title 23, Chapter 21.1, Sections 276.1 through 276.6 of the *Code of Virginia*.

The non-refundable application fee of three hundred dollars (\$300.00) on a company check, payable to the "Treasurer of Virginia," is attached. If an agent is representing more than one school, a separate application and fee must be submitted for each school he/she represents. A fee of \$100 will be assessed to request a duplicate permit or to reissue a permit.

Personnel Data

** Institutions must include a cover letter clearly indicating name and address where agent permit should be mailed/sent.

Full Name:								Date:			
Last			First			M.I.					
Home Address:											
City:				State:			ZIP + 4				
Phone:	()						Cell #:		()	
Fax:	()			E-mail Addr	ess:						
Are you familiar with the regulations applicable to the issuing of a certificate to operate and the issuing of an agent's permit for a proprietary school, as adopted by the State Council of Higher Education for Virginia? Yes No											
Do you need a copy of the <i>Code of Virginia</i> and State Council of Higher Education for Virginia regulations sent to you?								Yes		No 🗆	
Information About School You Represent											
Name:											
Address:											
City:					State:		Zip + 4:				
Name of Dire Report:	ct				Title:						
Telephone:					Email	:					
School Accreditation Information											
Is the school you are representing fully accredited by an organization recognized by the U.S. Department of Education? If so, please submit supporting documentation.											
Accredited	Yes 🗌	Name of Accrediting In:	stitution:	:							
Accredited	No 🗆	Anticipated Date of Initi Accreditation Award:	al								

Agent Photo Requirements

Agents applying for approval to work in Virginia must submit an <u>actual</u> professionally taken 2" x 2" passport-size photo(s) with each application. An application with a substandard/photocopied photograph will not be processed and will be returned to the applicant.

Certification I hereby certify the information appearing on this form to be correct and true. I agree to conduct my personal and business affairs in such manner as to reflect honesty, integrity, and character in keeping with the intent and purpose of Title 23, Chapter 21.1, Sections 276.1 through 276.6 of the Code of Virginia. Should my employment contract with the school be canceled for any reason, I hereby agree to immediately return the permit to the school for its return to the State Council of Higher Education for Virginia. I have read State Council of Higher Education for Virginia regulations and agree to abide wholeheartedly with the establishment regulations and realize infraction of such regulations may cause cancellation of my permit to do business in the Commonwealth of Virginia. (NOTE: You must sign and acknowledge this form below before a Notary Public and the Notary must complete the acknowledgement portion below) I swear or affirm that the forgoing information is full, true and correct to the best of my knowledge Signature: Commonwealth/State of: City/County of: The foregoing disclosure form was acknowledged before me this: day 20 By: (Printed Name of Filer)

Notary Public

My Commission expires:

Date