



New Instructional Location Form

An instructional location is a classroom extension operated under the direction of a designated Virginia site. It is geographically located within 20-mile radius from the designated site and offers less than 50% of an educational program.

Mail form and company or cashiers' check, in the amount of \$300, made payable to the **Treasurer of Virginia**, to: State Council of Higher Education for Virginia. ATTN: Private Postsecondary Education. 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219

Complete this form for each instructional location operating in Virginia. Make copies of this form to report information for additional locations.

New Location Information - Form must be typed. Handwritten submissions will be returned unprocessed.

School Name:				Date:	
Street Address:					
City:		State:		ZIP Code:	
Office Phone #:	()	Office Fax #:	()		
Contact Person:		Title:			
Phone # :	()	Email :			

List of Courses Offered at the New Instructional Location (attach separate sheet to list additional courses)

Course Title	Type of Course *		Hours	Name of Program of Study Site where program will be completed
	☐ Degree ☐ Remedial	☐ Certificate ☐ Other	# Hours ☐ Clock ☐ Credit	
	☐ Degree ☐ Remedial	☐ Certificate ☐ Other	# Hours ☐ Clock ☐ Credit	
	☐ Degree ☐ Remedial	☐ Certificate ☐ Other	# Hours ☐ Clock ☐ Credit	
	☐ Degree ☐ Remedial	☐ Certificate ☐ Other	# Hours ☐ Clock ☐ Credit	
	☐ Degree ☐ Remedial	☐ Certificate ☐ Other	# Hours ☐ Clock ☐ Credit	

Additional Information

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*Type of Course

Degree: A course taken as part of a program of study leading to a degree.	Certificate: A course taken as part of a program of study leading to a certificate or diploma
Remedial: A course taken to remediate student skills in a subject. (e.g. math, writing, etc.)	Other: A course that does not meet the definition of degree, certificate or remedial. Please provide additional information regarding this course in the space provided.