

**MARYLAND HIGHER EDUCATION COMMISSION**  
**APPLICATION FOR EXEMPTION**  
**AS A**  
**RELIGIOUS EDUCATIONAL INSTITUTION**  
(To be completed by the chief executive officer of the institution)

In accordance with the Education Article, §11-202.1 of the Annotated Code of Maryland, the following information is provided in support of the application for an exemption to operate in Maryland as a religious educational institution under § 11-202.1 (b) and in accordance with regulations adopted by the Maryland Higher Education Commission:

Name of Institution: \_\_\_\_\_

Chief Administrative Officer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Website: \_\_\_\_\_

Maryland State Corporation I.D. Number: \_\_\_\_\_

A. Qualification. The institution is required to meet each of the following items. Place your initials in each blank where your institution meets the requirement. The institution:

- \_\_\_\_\_ Is established for religious educational purposes. (Attach articles of incorporation or other organizing documents, by-laws, and proof of Good Standing with the Maryland Department of Assessments and Taxation.)
- \_\_\_\_\_ Provides educational programs only for religious vocations or purposes. (Attach current or proposed catalog.)
- \_\_\_\_\_ Offers only sectarian instruction designed for and aimed at individuals who hold or seek to learn the particular religious faiths or beliefs taught by the institution. (Attach current or proposed catalog.)
- \_\_\_\_\_ Does not offer instruction in nonsectarian or general education.
- \_\_\_\_\_ States on the certificate or diploma the religious nature of the award. (Attach a sample of each formal award to be granted.)
- \_\_\_\_\_ Is not accredited by an accrediting body recognized by the United States Department of Education. (Attach any documentation showing accreditation)

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- \_\_\_\_\_ Will disclose on all transcripts, catalogs, and publications that the institution does not have a certificate of approval from the Commission. (Attach copies of current or proposed catalog, and sample transcripts, advertisements, and publications.)
- \_\_\_\_\_ Will post on its website and include in all advertising the following statement. (Attach copies of all advertising and a copy of the institution's website page(s)):  
  
" \_\_\_\_\_ [Institution Name] is a religious educational institution operating in the State of Maryland pursuant to an exemption granted by the Maryland Higher Education Commission, without a certificate of approval from the Commission, as specified in the Code of Maryland Regulations 13B.02.04."
- \_\_\_\_\_ Will give written notice to and obtain a written acknowledgement from each student before enrollment that complies with the provisions of the Education Article, §11-202.1(h)(2), and will permanently retain those acknowledgments in the students' files. (Attach copy of notice and acknowledgment.)

B. Approval or exemption in another state. Select either (1) or (2):

(1) \_\_\_\_\_ This institution (under current or former name) is not currently or has not previously been approved, licensed, or certified to operate or exempted from approval, licensure, or certification to operate in another state by that state's post-secondary approving authority.

OR

(2) \_\_\_\_\_ This institution (under current or former name) is currently or has previously been approved, licensed, or certified to operate or exempted from approval, licensure, or certification to operate in \_\_\_\_\_ (name of state). (Attach copies of relevant documents.)

C. Revocation or forfeiture in another state. Select either (1) or (2):

(1) \_\_\_\_\_ This institution (under current or former name) has never forfeited or had revoked its approval, licensure, or certification to operate or exemption from approval, licensure, or certification to operate in any state.

OR

(2) \_\_\_\_\_ This institution has forfeited or had revoked its approval, licensure, or certification to operate, or exemption from approval, licensure, or certification to operate in any state. (Attach copies of relevant documents.)

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D. Degrees proposed to be conferred. The institution will award the following degrees (List all):

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E. Reviewed financial statement. Place your initials in each blank where your institution meets the requirements:

- \_\_\_\_\_ I have attached a current financial statement which shows that the institution holds assets of \$250,000 or more in Maryland and that its total assets exceed its total liabilities. (Attach financial statement)
- \_\_\_\_\_ The financial statement has been reviewed by an independent certified public accountant. (Attach review letter from a certified public accountant.)

F. Affirmation (Place your initials in each blank to affirm your agreement.)

- \_\_\_\_\_ The institution will provide any other documentation required by the Maryland Higher Education Commission.
- \_\_\_\_\_ I HEREBY CERTIFY that the information submitted in this Application to the Maryland Higher Education Commission is true and correct.

\_\_\_\_\_

Date

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF MARYLAND, COUNTY OF \_\_\_\_\_, to wit:

I HEREBY CERTIFY, that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_

[County], personally appeared \_\_\_\_\_ [Name],  
\_\_\_\_\_ [Title] of \_\_\_\_\_

[Name of Institution] , known to me, or satisfactorily proven to me to be said  
\_\_\_\_\_ [Name] and made oath or affirmation in due form

of law that the matters and facts stated in the foregoing Application for Exemption, and the documents attached, are true and correct.

AS WITNESS, my hand and notarial seal.

\_\_\_\_\_ [Seal]

Name: \_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_