



## New Instructional Site Form

An instructional site is a location in Virginia where a postsecondary school offers one or more courses on an established schedule. An instructional site is a location wherein a student cannot complete an entire program of study.

Mail form and company or cashiers' check, in the amount of \$100, made payable to the **Treasurer of Virginia**, to: State Council of Higher Education for Virginia. ATTN: Private and Out-of-State Postsecondary Education. 101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219

Complete this form for each instructional site operating in Virginia, pursuant to 8VAC 40-31-180(B)(9). Make copies of this form to report information for additional sites.

### New Site Information

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

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

Course Title	Type of Course *		Hours	Name of Program of Study
				Location where program will be completed
	<input type="checkbox"/> Degree <input type="checkbox"/> Remedial	<input type="checkbox"/> Certificate <input type="checkbox"/> Other	# Hours <input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree <input type="checkbox"/> Remedial	<input type="checkbox"/> Certificate <input type="checkbox"/> Other	# Hours <input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree <input type="checkbox"/> Remedial	<input type="checkbox"/> Certificate <input type="checkbox"/> Other	# Hours <input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree <input type="checkbox"/> Remedial	<input type="checkbox"/> Certificate <input type="checkbox"/> Other	# Hours <input type="checkbox"/> Clock <input type="checkbox"/> Credit	
	<input type="checkbox"/> Degree <input type="checkbox"/> Remedial	<input type="checkbox"/> Certificate <input type="checkbox"/> Other	# Hours <input type="checkbox"/> Clock <input type="checkbox"/> Credit	

### Additional Information

### \*Type of Course

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