



**NEW SCHOOL ORIENTATION REGISTRATION FORM**  
**PLEASE TYPE OR PRINT LEGIBLY**

Please submit your registration no later than 4 weeks (28 calendar days) prior to the orientation session you plan to attend, as seating is limited. Institutions **MUST** register one representative, such as the school owner, compliance officer, or chief administrator, to participate in the session.  
A non-refundable fee of \$150 per participant and \$150 per observer (if applicable) must accompany the registration form. Please make company check, cashier's check, or money order payable to: Treasurer of Virginia. Personal checks are not accepted.

<b>Participant</b>					
Full Name:				Title:	
<i>First</i>		<i>Last</i>			
Phone:	( )	E-mail Address:			
Name of Proposed School:					
Mailing Address where Parking Pass will be sent:					

An additional representative may attend as an observer. Please note that observers will not be able to actively participate in discussions nor the question and answer segment of the training. However, all observers are required to pay \$150 fee to attend. Please list name and title of the observer attending the orientation session.

<b>Observer</b>					
Full Name:				Title:	
Are you attending in response to a cease & desist letter?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type(s) of Program(s) Proposed:					

Please provide vehicle identification information to enable SCHEV to obtain a one-day parking pass. SCHEV will provide one parking pass per school. **Parking passes will be mailed to you a week before your scheduled session.** If you plan on renting a vehicle and are not able to provide the requested identification information, unfortunately we will not be able to reserve a parking space for you.

Name of Driver:		Phone :	
Make, Model, Color of Vehicle:		State of Issue:	License Number of Vehicle:

I (we) plan to attend the orientation session scheduled for:

<input checked="" type="checkbox"/> 1 Participant = \$150	Number of Attendees	x	Check No.:
<input type="checkbox"/> 1 Observer = \$150	\$150 = \$		

Send Registration Form and Non-Refundable Payment (payable to Treasurer of Virginia) to:  
State Council of Higher Education for Virginia  
Private Postsecondary Education  
101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor, James Monroe Building  
Richmond, VA 23219

*You will receive a confirmation email ten days prior to the session that includes directions and parking information.*