



Wes Moore
Governor

Aruna Miller
Lt. Governor

Mary Pat Seurkamp, Ph.D.
Chair

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 Code of Maryland Regulations (COMAR) 13B.02.04:

Name of Institution: _____

Chief Administrative Officer: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

Website: _____

Maryland State Corporation I.D. Number: _____

APPLICATION TYPE **Initial** **Renewal (attach most recent approval letter)**

A. Qualification. Provide a cover letter addressed to the Secretary of Higher Education from the institution's chief executive officer requesting a religious exemption to offer religious educational courses, and programs as a Religious Educational Institution in Maryland:

- 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.)
- 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

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Department of Education. (Attach any documentation showing accreditation)

- _____ 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 which must include required language.)
- _____ 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) which must include required language.):

"[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

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certification to operate, or exemption from approval, licensure, or certification to operate in any state. (Attach copies of relevant documents.)

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

E. **Reviewed financial statement.** Place your initials in each blank where your institution meets the requirements (You must meet all requirements to be considered for religious exemption):

- _____ I have attached financial statements for the *two* most recent calendar years that 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 accountant who is a Certified Public Accountant (CPA). (**Attach review letter from CPA.**) (Annotated Code of Maryland, Education Article, §11–202.1(c) (1)).

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

Signature

Name: _____

Title: _____

STATE OF MARYLAND, COUNTY OF _____, to wit:

I HEREBY CERTIFY, that on the _____ day of _____, 20 __, before

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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: _____