

Nonpublic Postsecondary Education Commission

Instructions for Applying For Religious Exemption

In accordance with Code Section 20-3-250.3, the Nonpublic Postsecondary Education Commission furnishes this information to institutions that have religious affiliations and wish to apply for an exemption, on religious grounds, from the provisions of the Nonpublic Postsecondary Educational Institutions Act.

To qualify for the exemption, the institution must do the following:

- a. Make a formal request for this status and submit Form 0184A, Application for a Religious Exemption of a Nonpublic Postsecondary Institution.
- b. Provide a copy of its nonprofit corporate charter.
- c. Document nonprofit status by submitting a 501(c)(3) status letter from the Internal Revenue Service.
- d. Document that its purposes are solely to provide programs of study in ministerial training, theology, divinity, or religious education, and that it does not grant postsecondary degrees of a nonreligious nature. The institution should copy the attached "Program of Instruction Outline" form and complete the form for each program offered. It is not necessary to complete item #12 or #17 on the Program of Instruction Outline form.
- e. Document church support, administrative and financial, from a church located in this state.
- f. Submit a copy of the proposed catalog and other informational or advertising materials.
- g. Arrange for an on-site visit by a Nonpublic Postsecondary Education Commission representative to verify the existence of educational facilities.

An initial application-processing fee of \$500 must be submitted with the above documents. This fee is assessed only when an institution is applying for its initial religious exemption. A fee of \$100 will be charged for subsequent annual renewals of exempt status.

In subsequent years, the Commission will request that the institution submit an abbreviated form that provides assurances that the legal requirements for maintaining its exempt status continue to be met.

Mail or deliver the completed forms and other documents to the following address.

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084