

EXEMPTION

MARYLAND HIGHER EDUCATION COMMISSION
Application for Exemption From The Regulations Concerning
The Approval for Out-of-State Degree-Granting
Institutions to Operate in Maryland

(Applies to some out-of-State institutions offering a course or program on a military installation, see details below.)

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland.

PROPOSED LOCATION IN MARYLAND.

Please provide the full mailing address.

PROPOSED START DATE.

Applications must be submitted at least 30 days prior to the proposed start date.

NAME AND ADDRESS OF INSITUTION APPLYING FOR APPROVAL.

Name of Institution: _____

Web Address: _____

Office of Postsecondary Education ID Code: _____
U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.

Chief Executives Officer: _____

Mailing Address: _____

Telephone: (____) _____ **Email:** _____

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: _____

Title: _____

Mailing Address: _____

Telephone: (____) _____ **Email:** _____

EXEMPTION

Under the *Code of Maryland Regulations* 13B.02.01.04, the requirements for authorization of out-of-State degree-granting institutions to operate in Maryland do not apply to an out-of-State institution offering a course or a program on a military installation if:

- (1) The recruitment and enrollment of students is limited to active duty military personnel, dependents of active duty military personnel, or civilians employed at the installation;
- (2) The institutions waives its right to claim veterans' benefits for enrollees; and
- (3) The institution applies for and is granted an exemption for this regulation.

At least 30 days before the proposed initiation date of a course of instruction, the chief executive officer of the out-of-State institution shall submit to the Secretary on this form a written application for an exemption from the approval process set forth in COMAR 13B.02.01.07. This application shall include:

- (1) A copy of the agreement or memorandum of understanding that specifies that the out-of-State institution shall not recruit or enroll students unless they are active duty military personnel, dependents of active duty personnel, or civilians employed at the installation; and
- (2) A statement waiving the institution's right to claim veterans' benefits for enrollees.

Please respond to the following:

1. Does your institution wish to apply for an exemption as described above?

Yes No

2. Will your institution limit the recruitment and enrollment of students to active duty military personnel, dependents of active duty military personnel, or civilians employed at the military installation?

Yes No

3. Will your institution waive its right to claim veterans benefits for its enrollees?

Yes No

If the answer to all three questions **is yes**, please provide us with a copy of the agreement or memorandum of understanding to operate at this military installation and have your chief executive officer sign below.

If the answer to any question **is no**, please complete the separate application form entitled: Application for Initial Approval for Out-of-State Degree-Granting Institutions to Operate in Maryland.

Signature of Chief Executive Officer

Date