



STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
312 ROSA L. PARKS AVE., 9TH FLOOR
NASHVILLE, TENNESSEE 37243-1102
(615) 741-5293

APPLICATION FOR EXEMPTION DETERMINATION

A completed application must be submitted for each proposed location or program. Staff assistance with completing this application is available at (615) 741-5293.

INSTITUTIONAL DATA		
Institution Name:		
DPSA Institution Code (Applicable if Previously Authorized):		
Corporate Name (If Applicable):		
Physical Location Address		
Address:		
City:	State:	
ZIP:	County:	
Mailing Address (This address is used only if you are unable to receive mail at the physical location.)		
Address:		
City:	State:	ZIP:
Institution Contact Data		
Telephone No.:	Fax No.:	
Web Site:	Email:	
Name and Title of On-Site Director (Administrator):		

CONTACT PERSON FOR THIS APPLICATION	
Name:	Title:
Address:	
City:	State:
ZIP:	County:
Business No.:	Cell No.:
Email:	

ATTACHMENT CHECKLIST

The items in the checklist must be provided in order for the application to be complete. Refer to [Rule of 1540-01-02-.05\(3\)](#) of the Rules of the Tennessee Higher Education Commission, for additional information. A letter will be sent to the institution recognizing or denying the exemption determination request. If the institution is determined not to be exempt, Commission Staff will make a written determination and provide a date by which the institution may submit a request for further review by the Executive Director.

FEE AND DOCUMENTATION TO BE ENCLOSED WITH THIS APPLICATION	
<input type="checkbox"/>	1. EXEMPTION DETERMINATION REQUEST FEE OF \$100.00 – Payment and filing instructions are explained at the end of this application. Please note that payment must be received in order for your application to be reviewed. Submit a copy of the paid invoice with your application.
<input type="checkbox"/>	2. EXEMPTION AUTHORITY – List the exemption provision relied on in the Act and these rules. Attach documentation supporting the requested exemption such as: copies of all institutional materials; brochures; advertisements; state charter or business license; or organizational ties and/or contracts with other educational providers. Attach the explanation and supporting documentation as Attachment 1. See Rule 1540-01-02-.05 and Tenn. Code Ann. § 49-7-2004 .
<input type="checkbox"/>	3. DESCRIPTIVE NARRATIVE – Explain how the institution or program qualifies for an exemption. Attach the narrative as Attachment 2.

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To pay fees by credit card or debit card you will create an invoice at the [Create Invoice and Payment Receipt](#) link and complete the payment process. Submit a copy of the paid invoice with your application. If you are unable to pay using a credit card or debit card, please send an email to julie.woodruff@tn.gov and include in the subject line the full name of your institution and, if applicable, the institution code.

This Application for Exemption Determination and supporting documentation must be submitted to the Division of Postsecondary State Authorization (DPSA) as explained at <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/dpsa-links-and-forms.html>.

KEEP A COMPLETE COPY OF THE APPLICATION PACKAGE FOR YOUR FILES.