

SCHEV  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219



State Council of  
Higher Education for Virginia

Phone: (804) 225-2600  
Fax: (804) 225-2604  
TDD: (804) 371-8017  
Web: www.schev.edu

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## SAMPLE IRREVOCABLE LETTER OF CREDIT

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DATE:

**BENEFICIARY:**  
STATE COUNCIL OF HIGHER  
EDUCATION  
FOR VIRGINIA

**APPLICANT:**

James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219

OUR REFERENCE: \$

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### CLEAN IRREVOCABLE LETTER OF CREDIT

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STANDBY LETTER OF CREDIT NO:

CURRENCY/AMOUNT: USD      NOT EXCEEDING USD

ISSUE DATE:

EXPIRY DATE:

EXPIRY PLACE:

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GENTLEMEN:

WE HEREBY ESTABLISH OUR IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_ IN YOUR  
FAVOR FOR THE ACCOUNT OF \_\_\_\_\_ D/B/A \_\_\_\_\_ UP TO  
THE AGGREGATE AMOUNT OF \$ \_\_\_\_\_, AVAILABLE FOR PAYMENT AT OUR COUNTER  
AT \_\_\_\_\_, AGAINST PRESENTATION OF A STATEMENT PURPORTEDLY  
SIGNED BY AN AUTHORIZED REPRESENTATIVE/ OFFICER OF STATE COUNCIL OF  
HIGHER EDUCATION FOR VIRGINIA AS FOLLOWS:

"I (State Name and Title), HEREBY CERTIFY THAT I AM A REPRESENTATIVE OF THE STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA, AUTHORIZED TO EXECUTE THIS STATEMENT AND HEREBY DEMAND PAYMENT OF \$ UNDER LETTER OF CREDIT NO. . FURTHER CERTIFY THAT THIS DRAWING IS IN ACCORDANCE WITH TITLE 23, CHAPTER 21.1 OF THE CODE OF VIRGINIA TO INDEMNIFY STUDENTS OF THE\_\_\_\_FOR LOSS OF TUITION AND FEES AND APPLICANT'S FAILURE TO HONOR ITS PUBLISHED POLICY GOVERNING REFUNDS OF TUITION AND FEES."

THIS LETTER OF CREDIT EXPIRES AT THIS OFFICE ON .

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT WILL AUTOMATICALLY BE EXTENDED, WITHOUT AMENDMENT FOR AN ADDITIONAL PERIOD OF ONE (1) YEAR FROM THE PRESENT OR ANY FUTURE EXPIRATION DATE UNLESS WE NOTIFY YOU IN WRITING BY REGISTERED MAIL, OR ANY OTHER FORM OF DELIVERY FOR WHICH

RECEIPT IS ACKNOWLEDGED, SENT TO YOU AT THE ABOVE ADDRESS AT LEAST SIXTY (60) DAYS PRIOR TO THE THEN PRESENT EXPIRATION DATE, NOTIFYING YOU THAT WE ELECT NOT TO EXTEND THIS LETTER OF CREDIT FOR AN ADDITIONAL PERIOD OF ONE YEAR.

THIS ORIGINAL LETTER OF CREDIT MUST BE SUBMITTED TO US TOGETHER WITH YOUR DRAFT AND CERTIFICATION AS PROVIDED HEREIN FOR ANY DRAWINGS HEREUNDER FOR OUR ENDORSEMENT OF ANY PAYMENTS EFFECTED BY US AND/OR FOR CANCELLATION.

THIS LETTER OF CREDIT IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS (1993 REVISION) INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO.500.

WE HEREBY ENGAGE WITH YOU THAT DRAWINGS PRESENTED UNDER AND IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS LETTER OF CREDIT WILL BE DULY HONORED IF PRESENTED TO US AT THIS OFFICE ON OR BEFORE THE EXPIRY DATE.

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Authorized Signature