



Dear Student,

Thank you for choosing Mountain State University (MSU).

The purpose of this correspondence is to identify how your tuition discount will be processed and to receive your permission to seek affiliate verification. Attached you'll find the student release form. By completing the form, you give MSU permission to verify your affiliation and to start the tuition discount process. The student release form will be placed in your file once received. You will submit this form one time only in order to give Mountain State University permission to verify your affiliation.

Please be aware of the following information:

- The Student Release Form needs to be filled out and received by MSU one time only in order to process your discount and have it posted to your Student Account appropriately.
- **Your discount will not be processed until we receive this form** and will not be posted to your Student Account until **after** we receive the Affiliation Verification Form from your individual affiliation.
- The **deadline** for MSU to receive the Student Release form is: **One month from the time you registered for your classes.**
- If your courses are dropped after the discount has been applied, the discount for that class will be removed from your Student Account.
- Please print the form, fill it out, and mail or fax it in to:

Mountain State University
PO Box 9003
Beckley, WV 25802
Attn: Alicia Campbell – Enrollment
Coordinator
Fax: 304.929.1710

Thank you for your time in completing the Student Release Form needed to get the tuition discount process started.

If you have any questions or concerns, please feel free to contact me.

Alicia Campbell
I.S. Enrollment Coordinator
1-800-766-6067 Ext. 1712

Mountain State University™

Student Release Form

Name: _____
Last First Middle

Address: _____
Street, PO Box

City, State Zip Country

Phone #: _____
Home phone Work phone

CPC Name: _____

Address: _____

Phone: _____ E-mail: _____

Program of Study (check one below):

- A.S. in Applied Technology (AVAIT)
- B.S. in Aviation Leadership and Management (AVAIL)
- B.S. in Organizational Leadership (BSOL)
- M.S. in Strategic Leadership (MSSL)

Term/Year attending (check term and circle year below):

- Fall 2005
- Spring 2006
- Summer I 2007
- Summer II 2008

I, _____ (print name) give Mountain State University (MSU) permission to verify my affiliation/employment (circle one) for tuition discount purposes. I understand that failure to return this form and failure of MSU's receipt of the affiliation verification form will result in a loss of proposed tuition discount.

Student Signature

Date

For MSU use only:

Received by Enrollment Coordinator _____
Name Date

Mailed to Affiliate _____
Date