



## Thank you for choosing Mountain State University!

You appear to be eligible for a tuition discount through your employer or professional association. Completing and returning the attached form will begin the process of verifying and finalizing your discount. This form gives MSU permission to verify the affiliation or employment that establishes your discount eligibility.

After we receive the completed form from you, we will contact your employer or organization to verify your eligibility. Once this process is complete, your discount will be posted after the add-drop period ends or 14 days after verification is received. To help ensure that your discount is posted as quickly as possible, remember to

- » **Include complete and accurate information on your form, including an appropriate contact person.**
- » **Have your completed form back at MSU in time for your eligibility to be completed.**

Please keep the following points in mind:

- » The tuition discount applies only to the Bachelor of Science in Organizational Leadership and Master of Science in Strategic Leadership programs, unless your agreement specifically includes another program.
- » You will need to complete and submit this form only once. Once your discount is established, you can apply it by e-mailing [studentaccounts@mountainstate.edu](mailto:studentaccounts@mountainstate.edu) after you register for each new term.
- » If you drop a class after the discount has been applied, the discount for that class will be removed from your student account.

We're looking forward to helping you achieve your educational goals and find academic and personal success at MSU. If you have any questions or concerns at any point during your studies, please feel free to contact us at 866.497.4111.

MAIN CAMPUS  
410 NEVILLE STREET  
BECKLEY, WV 25801-4511  
304.929.4636  
866.367.6781  
[WWW.MOUNTAINSTATE.EDU](http://WWW.MOUNTAINSTATE.EDU)

CENTER TOWNSHIP  
1 CAMPUS DRIVE  
MONACA, PA 15061  
724.774.2400  
724.774.2541 FAX

MARTINSBURG  
UNIVERSITY CENTER  
214 VIKING WAY  
MARTINSBURG, WV 25401  
304.596.5600  
888.612.7800  
304.263.4674 FAX

MOORESVILLE  
CATALINA BAY  
AT LAKE NORMAN  
517 ALCOVE ROAD  
MOORESVILLE, NC 28117

ORLANDO  
151 SOUTH WYMORE RD  
SUITE 200  
ALTAMONTE SPRINGS, FL 32714  
407.774.6200  
407.774.6277 FAX

WASHINGTON, D.C.  
L'ENFANT PLAZA  
600 MARYLAND AVENUE SW  
WASHINGTON, DC 20024

HICKORY CENTER  
2760 HIGHWAY 70 SE  
HICKORY, NC 28602  
828.267.5679  
828.327.2519 FAX



# Non-Military Student Release Form

MAIN CAMPUS  
410 NEVILLE STREET  
BECKLEY, WV 25801

CENTER TOWNSHIP  
1 CAMPUS DRIVE  
MONACA, PA 15061

MARTINSBURG  
UNIVERSITY CENTER  
214 VIKING WAY  
MARTINSBURG, WV 25401

MOORESVILLE  
CATALINA BAY AT LAKE NORMAN  
517 ALCOVE ROAD  
MOORESVILLE, NC 28117

ORLANDO  
151 SOUTH WYMORE RD  
SUITE 200  
ALTAMONTE SPRINGS, FL 32714

HICKORY CENTER  
2760 HIGHWAY 70 SE  
HICKORY, NC 28602

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ Work Phone \_\_\_\_\_

Affiliation/Membership Name \_\_\_\_\_

Affiliate Membership Number (if applicable) \_\_\_\_\_

Affiliate Contact Person \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Program of Study (check one below):

- Master of Science in Strategic Leadership (MSSL)
- Bachelor of Science in Organizational Leadership (BSOL)

Term attending:

Year \_\_\_\_\_

- Summer I
- Summer II
- Fall
- Spring

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 Mountain State University use only:

Received by Student Accounts \_\_\_\_\_ Date \_\_\_\_\_

Mailed to Affiliate (Date) \_\_\_\_\_

V 2011.10.02

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