



Webster University

Scott A.F.B

375 FSS/FSDE
404 W. Martin Street, Room 83
Scott AFB, IL. 62225

Phone: 618-746-4747 or
618-256-3124
Fax: 618-746-2315

Office Hours:

Monday - Thursday: 8:30am - 6:00pm
Friday: 8:30am - 2:30pm

Website: www.webster.edu/scottaafb

E-mail: scott@webster.edu

Find us on Facebook



Our Mission

Webster University, a worldwide institution, ensures high-quality learning experiences that transform students for global citizenship and individual excellence.

Our Position

Webster University, founded in 1915 with its home campus based in St. Louis, Missouri, USA is the only Tier I, Private, nonprofit university with campus locations around the world including metropolitan, military, online and corporate, as well as American-style traditional campuses in North America, Europe and Asia.

Our Personality

We attract diverse, interesting and accomplished students, faculty and staff who thrive in and contribute to the premier global network for learning. Our students, faculty and staff are locally committed, while taking full advantage of the opportunities afforded them by their global colleagues.

Our faculty, staff and graduates are equipped to work well with people of all cultures and be successful in their chosen careers anywhere in the world.

Our Attributes

- *Our programs reflect global academic excellence and are purposefully structured to help students succeed in their lives and in their careers.*
- *Our inviting global campus environment attracts students from diverse cultures, ages and socioeconomic backgrounds, and instills in them a respect for diversity and an understanding of their own and other's values.*
- *Our distinguished faculty have the right balance of global scholarship and professional experience to bring first-class, real-world knowledge to their classrooms.*
- *Our small, highly interactive classes encourage innovation, collaboration and self-expression.*
- *Our faculty and staff at each campus location have strong local and international connections and provide unparalleled personal service to our students.*
- *Our students, faculty and staff have exceptional opportunities to connect with people from around the world.*
- *Our more than 155,000 alumni from an elite global network of accomplished and connected citizens, equipped to advance their current careers, start a new career or expand their business to new markets.*



Checklist for Applying to Webster University as a Graduate Student

- _____ **Application** ~ Apply for admission online at www.webster.edu/scottafb or using the enclosed application. There is a \$50 application fee which you may submit with your online application or via check or money order with your paper application.
- _____ **Discount** ~ Check with the Webster Scott AFB staff to determine if you qualify for a tuition discount. Complete a Discount Form or submit a copy of your ID card signifying your entitlement to a military discount to the Webster – Scott AFB office.
- _____ **Transcript** ~ Request an official transcript reflecting conferral of your bachelor's degree sent to: Office of Admission, Webster University, 470 E. Lockwood Avenue, Saint Louis, Missouri 63119-3141 ATTN: Scott AFB, Illinois Campus (form enclosed). This transcript should be received by the end of the 1st week of your first course. If you attended multiple colleges, we only need the official transcript from the university that conferred the bachelor's degree.
- _____ **Academic Advisor** ~ Schedule an appointment with our Academic Advisor, Larry Friederich, to discuss your program, develop your Program Planning Worksheet, transfer in graduate level coursework, etc.
- _____ **Transfer Credit** ~ Arrange for graduate level transfer credit, if applicable. PME coursework may be transferrable. Complete transfer of credit form and any other forms when meeting with the Academic Advisor.
- _____ **Register** ~ Register for your first course no earlier than 48 business hours after submitting application & fee. Registration for your first two terms must be completed in person in the Webster office.
- _____ **New Student Orientation** ~ Mark your calendar. Attendance at New Student Orientation is mandatory. The date of your New Student Orientation is listed on the Term Schedule.
- _____ **Payment** ~ Discuss your payment options with the Webster staff. Know your payment method, procedures, and deadlines. Contact the Webster Office for more information any time your payment option changes. Submit payment or forms no later than two weeks prior to the beginning of *each* class. Apply for financial aid if desired.
- _____ **Base Entry** ~ Our campus is located on a secure base that requires base entry passes. Civilians are welcome to attend our campus, but must follow base entry procedures to obtain a pass. Inquire about base entry procedures.
- _____ **Provisional Acceptance Letter** ~ Look for your provisional acceptance letter in the mail once your application has been processed. This letter details pertinent next steps to complete your acceptance to Webster University.
- _____ **Acceptance Letter** ~ Look for your acceptance letter in the mail once your application and official undergraduate transcript have been received and evaluated. This letter provides information regarding further facilitation of academic development and progress.
- _____ **Read this New Student Packet** and ask questions about policies, procedures, or requirements that are not understood.
- _____ **Graduate Catalog** ~ Familiarize yourself with the graduate catalog <http://www.webster.edu/gradcatalog/index.shtml> (in particular the sections on Academic Policies and Procedures; Academic Calendar; Tuition, Fees and Refunds; and your specific major).

Scott Air Force Base Campus Graduate School

Webster University's Scott AFB campus offers 5 Master of Arts Programs:

- Human Resources Development
- Information Technology Management
- International Relations
- Management and Leadership
- Procurement and Acquisitions Management

Online and Certificate programs are also available

- ❖ Classes meet one evening per week from 5:30 to 9:30 for nine weeks.
- ❖ Students have the option of attending part-time (one class) or full-time (two classes each term).
- ❖ Five terms a year with classes beginning in August, October, January, March and May.

Enrollment

Registration:

- Students are required to meet with our academic advisor and complete a degree plan prior to entering a program. Our academic advisor is available two days a week by appointment. If you deviate from your degree plan please make an appointment to have it revised.
- Students should register at the earliest opportunity as class sizes are limited.
- Webster University at Scott AFB conducts registration three times a year, corresponding to the Fall I and Fall II, Spring I and II, and Summer terms.
- You must fully complete all registration paperwork to insure enrollment in Webster courses. You will need to come into our office to register for your first two terms or if you have not taken a class for two or more terms. After that you will be able to register online through Connections.
- To register you must have the following information:
 - The course number
 - The section number
 - Your payment method (i.e. Tuition Assistance (TA), GI Bill (VA), Financial Aid (FA), etc.
- Any student using AF form 1227, DOD form 182 or 1556, Employer Reimbursement, Direct Pay, etc. must have the appropriate documentation completed and turned into our office no later than two weeks prior to the beginning of each term. Any out of pocket portion is also due no later than two weeks prior to the beginning of the term.

- No student will be allowed to register for an upcoming term if he/she has three incomplete grades outstanding on their academic record.
- Be familiar with all deadline dates posted on term schedules, including add/drop deadline dates for each term.
- Classroom assignments are always posted the week prior to the beginning of each term. The postings are located outside of the Scott office and on the Scott website; www.webster.edu/scottaftb.
- When registering for your last course(s), you are responsible for completing a Petition to Graduate. Should you receive an incomplete grade during your last term of enrollment, your Petition to Graduate will be deferred until all course requirements have been completed and a final letter grade is posted to your student record.

Add / Drop / Withdraw

- A student may add a Scott class prior to the second class meeting.
- Students enrolled in online courses may not add classes or change sections of a course after the term has begun.
- A student may drop a course within the first two weeks of the term. Students may drop online or by coming into the Scott office for assistance with the process. In these circumstances, the enrollment is not recorded and tuition charges are not incurred.
- A student may withdraw from a course by filing a Withdrawal Petition or contacting the Scott office prior to the Friday of the sixth week of the term. Course withdrawals will not be processed after the sixth week of the term of enrollment. A grade of “W” will be recorded on the transcript.

Attendance:

- Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable work, or for excessive unexcused absences.
- Students are allowed one unexcused absence. A 10% grade reduction will be recorded for each additional unexcused absence beyond the first.
- A total of four excused absences are the maximum allowed, or one unexcused and three excused. Any student who knows that he/she will miss five classes is advised to formally drop/withdraw from the course.
- Students are required to turn in official documentation to their instructor for an excused absence. (official TDY orders, flight orders, supervisor’s letter, doctor’s letter)

- Make-up tests are conducted Monday – Thursday from 8:30a.m. to 1:00p.m. and on Fridays from 8:30a.m. to 12:00p.m. Contact the Scott office before reporting to take a make-up examination.
- All holidays that impact classes are noted at the bottom of each published term schedule.

Base Entry:

- All students who are issued term base entry passes (a DBIDS card) are required to complete the **Scott IMT 24** form. The form is consent for a background check which must have your original signature. When a student registers for a term at the Scott office they can complete the needed form or they may mail it back to our office.

Textbooks

An *official Textbook List* is released for each term detailing specific information regarding textbook(s) required for each course. This list is available in our office and on the Webster University – Scott AFB website.

- The *official Textbook List* is released 2-5 weeks prior to the beginning of the term.
- Refer to the official Textbook List when ordering your textbook.
- The official Textbook List, not the syllabi, has the verified information on the required title, edition, and ISBN.

MBS Direct is the textbook provider for classroom courses held at the Webster University - Scott AFB campus. (Books for online or St. Louis courses may be different than ones for our campus). Contact information for MBS Direct is available on the official Textbook List, on the Webster University – Scott AFB website, and under Bookstore on the main Webster University webpage.

Used Textbooks

The Webster University – Scott AFB campus maintains a Used Textbook List providing students the opportunity to purchase textbooks from or sell textbook to fellow students. Visit our website for more information on buying or selling used textbooks (click Textbooks on the right menu).

Reminders:

- It is the responsibility of the purchasing students to verify they are purchasing the correct text and edition as listed on the Official Textbook List.
- *Webster University and the Webster University – Scott AFB campus are not responsible for the sale of textbooks between students!* This list is provided as a courtesy.
- Contact information for the seller can only be obtained in person in the office.
- Please remember to contact the Webster Office if you have sold your textbook.

Syllabi

A Syllabus is provided for each course detailing information for the course. These Syllabi are available on the Webster University – Scott AFB website and in our office Syllabi 2-5 weeks prior to the beginning of the term. (Click Schedules and Syllabi on the left menu.)

Course syllabi are designed to reflect the basic requirements and timelines of the course. However, unanticipated circumstances may result in some modifications. The right to make such changes is reserved by the instructor.

Classroom Assignments

Classroom Assignments specifying where each class meets is released 1-3 weeks prior to the beginning of each term. Classroom Assignments are posted on the Webster University – Scott AFB website and on the wall just past the office doorway (above the map of our facility).

Term Schedules

The Webster University – Scott AFB campus releases Term Schedules months in advance of each term. The Term Schedule details term dates, registration dates, holidays impacting class schedules, important date reminders, and course scheduling (i.e. courses & section numbers offered at this campus and the day of the week each course is offered). Term Schedules are available on the Webster University – Scott AFB website and in our office. All Term Schedules are subject to change.

What's Your Payment Code?

Each time you register for classes, you will be asked, "What's your payment code?" This code must be entered into the Webster University computer system before your registration can be processed. Please read the information below to determine what your code will be when registering. Note: If you pay your tuition using more than one method, please include all codes when registering. If you register online, you will need to enter your payment code for each term you want to register for. Failure to choose an option will result in not being registered.

All financial arrangements must be completed two weeks before classes begin or you may be dropped from your classes. Reinstatement is not guaranteed and is based on class capacity limits.

Your code is:

- PD
 - Paid (self-pay) - If you pay tuition in full by credit card (online) or check (mailed).
 - Pay in full no later than two weeks before each term begins.

- TA
 - Tuition Assistance - If you receive tuition assistance from the military or government (civil service).
 - Submit the Tuition Assistance form or no later than 2 weeks before each term begins.

- TA and PD
FA
 - If you receive partial tuition assistance from the military and you pay the rest.
 - Submit the Tuition Assistance form & your portion no later than 2 weeks before each term begins.
 - Financial Aid - If you are applying for loans.
 - Complete your financial aid at least two weeks before the term begins.

- ER
 - Employer Reimbursement - If you are reimbursed by your employer for your tuition.
 - Submit our Employer Reimbursement form (or your employer's letter verifying employment and tuition reimbursement program) at the time of registration or no later than two weeks before each term begins.

- ER and PD
 - Submit our Employer Reimbursement form (or your employer's letter verifying employment and tuition reimbursement program) and your portion at the time of registration or no later than two weeks before each term begins.

- DB
 - Direct Bill - If you work for a company that pays Webster University directly.
 - Submit your employer's letter/voucher verifying employment and direct billing program at the time of registration or no later than two weeks before the term begins.

- TM
 - Pay tuition and prefer to make payments using the Tuition Management System Deferred Payment Plan. Complete a TMS application at the time of registration and pay the fee. You may apply and enroll for TMS at the Business Office, the Advising and Enrollment Center, or at your site campus.

- VA
 - Receive tuition assistance from the Veteran's Administration.
 - Submit the following documents:
 - A copy of 22-1990 VA application for benefits OR copy of 22-1995 change of school/location
 - A copy of your DD-214 (veterans)
 - A copy of your Letter of Eligibility

- VR
 - If you receive tuition assistance from VA's Vocational Rehabilitation.

Connections

Webster University provides all students with a University e-mail account through “Connections”.

- Activate your Connections account after receiving your username and password. Students receive a link to set up their Connections account upon submitting their application.
- If you have applied but not enrolled in a course and never set up your Connections account you will need to contact the Office of Admissions at 800-753-6765 or admissioninfo@webster.edu
- If you have enrolled but never set up the account you will need to contact the Webster University Help Desk 48 hours after the time of enrollment. You can reach them at 866-435-7270 or support@webster.edu. Students should be at a computer at the time of their call.
- Regularly check incoming University e-mail. Your Webster e-mail account is where all official communication from Webster University will be sent. Students may choose to have their University e-mail forwarded to an alternate e-mail address. Connections account holders can call the Help Desk at 866-435-7270 for assistance with this setup. Instructions are also provided on the Information Technology web site at www.webster.edu/helpdesk. Individual account holders are solely responsible for ensuring that all University correspondence continues to be received and read.
- By using the Connections “Student Academic Services” channel, students may:
 - Check your grades, email, online classes
 - View your bill and make online payments
 - Register for classes, view class registrations and view you academic audit
- Students must access their final class grades through the Connections “Student Academic Services” channel.
- Those students eligible to register online may do so through the Connections “Student Academic Services” channel.

Stay In The Know With Webster Alerts

Text alerts from Webster University

Webster University has partnered with e2Campus to offer FREE text/email messaging alerts for students, faculty and staff.

Signup is fast and easy, simply go to <http://www.webster.edu/technology/websteralerts/> and go to the new user signup form.

Frequently Asked Questions:

Who can get Webster Alerts?

Any faculty, staff or students associated with one of Webster's campuses. Please check <http://www.webster.edu/technology/websteralerts/> for the list of campuses currently participating in Webster Alerts. The Scott AFB Campus is a participating member of Webster Alerts.

Why should I get Webster Alerts?

- Text messaging is more reliable in emergency situations when communication systems reach high capacity. Text messages will get through when phone calls won't.
- You will receive alerts anywhere, even when you do not have access to a computer.
- You will have the assurance of knowing that should an emergency occur you will be notified immediately

What types/how many messages will I receive?

You can choose which types of messages you wish to receive, emergency notifications for specified locations, weather notifications or both. Emergency notifications will only be used in situations where there is an immediate threat to life or property. Weather notifications will be sent when there is severe weather or other issues that would cause a cancellation or delay in classes or operations. Scott AFB Campus sends both types of notifications.

What do I need to get Webster Alerts and how much does it cost?

All you need is a cell phone with text messaging capabilities. There is no charge to users for signing up. Text message charges may apply for receiving messages, depending on your cell phone plan.

Will my cell phone number/email address be kept confidential?

Yes. Webster University and e2Campus keep your cell phone number and email address confidential. It will not be shared or sold to any other institution or organization.

Sign-up For Webster Alerts

Signing up is easy.

1. Simply go to <http://www.webster.edu/technology/websteralerts>
2. Create a username and password in the new user signup area
3. **Check the boxes next to the alerts you wish to receive (i.e. “IL Scott AFB alerts” to receive notifications of closures or delays due to severe weather/emergencies)**
4. Enter the phone number and carrier of your cell phone
5. Click on “Create Account”

Each account can have up to two cell phone numbers and two email addresses which will receive the notifications.

IMPORTANT NOTE:

- **Once you sign up you will receive a code which you will need to validate your account. If you do not validate your account (email and/or cell phone) you will not receive the notifications.**

This is a free service, but if you are charged for incoming text messages by your cell phone carrier those fees will still apply for messages sent from Webster Alerts.

Webster Alerts will never spam you; you will only receive messages from the groups you sign up for.

For troubleshooting information please visit

<http://www.webster.edu/technology/websteralerts/#troubleshooting>

Questions? Call the Help Desk at 314-968-5995.

Closure of Webster University’s Scott AFB campus due to inclement weather will also be posted on our web page.

The Writing Center

- The Writing Center offers free and friendly writing advice to all students at Webster University.
- Our trained coaches will help with every stage of the writing process, from brainstorming ideas to documenting sources.
- We work with all levels of writers and projects, including reports; résumés and cover letters; admission essays and personal statements; summaries, critical analyses, and literature reviews; research and term papers; theses and dissertations; and more.
- The Writing Center can be accessed through our website www.webster.edu/scotta/b (by clicking on Student Resources then Webster's Writing & Library Services).

Webster University Library

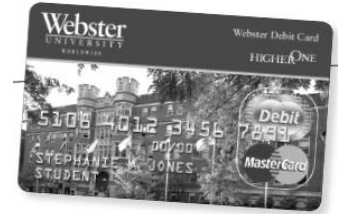
- Webster University's Emerson Library offers the latest in collections, online resources and information technology. Library resources are not limited to materials found in the building.
- At <http://library.webster.edu> students will discover a wealth of electronic resources that are accessible 24/7 from campus, home, or office. These valuable resources include the library's online catalog; over 150 online and full-text databases; video tutorials; Internet resources; and online services, including reference and electronic reserves.
- Professional librarians offer general reference assistance in person, over the phone, or via email, and appointments can be made for in-depth help (either in person or online) from a subject specialist.

The Webster Debit Card & Higher One

The Webster University card provides students with options for how they receive refunds, and receive their money faster. This service provides students with three options for how they receive refunds, including two electronic choices. Also, it is easy to track your refund payments and preferences online.

Students may choose to:

- open a free checking account and activate the debit card
- to authorize a direct deposit to another banking institution
- to be issued a paper check.



A few weeks after you apply to Webster University you will receive an envelope in the mail similar to the example above. Inside will be the Webster Debit Card and directions to activate your refund preference. You'll want to activate and communicate your refund delivery choice even if you don't anticipate receiving a refund. If you destroy or misplace your card and need to activate a preference, you will be charged a fee for any replacement card.

For more information and to activate your card visit:

WebsterDebitCard.com

**HigherOne Customer Service Phone Number:
1-877-474-1960**

Check List for Graduating from Webster University at Scott AFB

- _____ Petition to graduate when you register for your last course(s) or no later than the due date on the term schedule.
- _____ Pay your \$50 graduation candidacy fee when it appears on your bill.
- _____ Pay all other outstanding out of pocket charges due and owing on your student account.
- _____ Final transcripts may be requested as soon as finals week of your last term. (Indicate “Hold for conferral of degree” on the transcript request form.) Military graduates should update their records by requesting an official transcript be sent to their respective service’s education centers.
- _____ Complete a Program Evaluation and return it to the Webster Office by the due date on the term schedule.
- _____ RSVP to the Scott AFB graduation/cocktail party when the invitation arrives.
- _____ RSVP to the Webster University May graduation ceremony no later than the last day in February. (***You will not automatically receive an invitation.***) Check out the Webster (www.webster.edu) website for details regarding cap and gown purchasing and commencement itinerary.
- _____ Your diploma and an unofficial copy of your transcripts will be mailed to your home address approximately 8-10 weeks after your conferral date if your account is paid in full. Check with the office to insure that your home address is correctly recorded.

Webster University at Scott AFB holds two informal graduation parties each year. These are usually held on the last Friday in January and June. Students graduating in July, October and December will receive an invitation for the January function. Those students graduating in March and May will receive an invitation to the June function.



Discount Form

Active duty military may be eligible for reduced tuition rates for in-class courses at certain locations and online courses. Reservist and retired military, federal and contract employees of the installation and dependants of active duty military may be eligible for a reduced tuition rate at on-base, in-class courses. Contact your campus to discuss reduced tuition rates that may apply to you.

Section 1. Student Information and Verification.

To be completed and signed by student at the time of application.

Print Name: _____
Last, First, Middle Initial

Student Number or SSN: _____

Government Agency: _____
Name Address – City, State

Affiliation: _____
(Active Duty, Reserve, Contractor, DOD, NAF, etc)

Section 2. School Review and Verification.

To be completed and signed by school representative.

Document title: _____

Issuing Authority: _____

Expiration Date: _____ Discount Code: _____
(MILT, CIVN, CIVL, FCNT, DEPD, RETM, RESV)

Certification: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named student, which appear to be genuine and relate to the student named.

Signature of School Representative Date

Print Name



Transcript Request Form

TO: Office of the Registrar _____
(name of school)

I hereby give consent to release my transcript to Webster University.
I was enrolled from _____ to _____.

Signature of Student _____ Social Security Number or Student Number _____

Print Student Name _____ Address _____

Former Name _____ City/State/ZIP _____

Please send an official transcript to:

Office of Admission
Webster University
470 E Lockwood Ave
St. Louis, MO 63119-3141
ATTN: Scott AFB, Illinois Campus

Notice:

To assist you in requesting your transcript(s), please mail this form to the school where you obtained your undergraduate degree, as well as to each school where you have completed graduate-level study, and include any fees required to process these requests. Using this form will assure that your transcript will arrive at the proper department at Webster University.

Failure to furnish Webster University with an official transcript by the end of the first term after initial registration will cause a hold on your student record prohibiting future enrollment. Transcripts issued to students are not considered official transcripts for admission purposes.

Application for Graduate Admission

- Master of Arts
- Master of Business Administration
- Master of Science
- Sequential Master of Arts
- Sequential Master of Business Administration
- Certificate

Office Use Only
Location Name _____
Location Alpha Code _____

Social Security Number _____ - _____ - _____

Name _____
Last First Middle Former Name(s)

Address _____
Number Street City State Zip Code

Telephone (____) _____ (____) _____ (____) _____
Home Cell Work
The preferred method to contact me: Home Cell Work

E-Mail _____ **Fax** (____) _____

Date of Birth _____ **Place of Birth** _____
Month / Day / Year City / State / Country

Country of Citizenship _____ **Female** **Male**

Ethnic Origin (Optional information used for statistical purposes only)
 Black, Non-Hispanic Origin American Indian or Native Alaskan Asian or Pacific Islander
 Hispanic White, Non-Hispanic Non-resident alien (Belonging to any of the above 5)

Place of Employment _____
Name Military Rank (if applicable) City State

Full name of college or university granting your baccalaureate degree.
Name Location Degree Type Date Conferred Final G.P.A.

If you are applying for the sequential M.A. or the sequential M.B.A, give the full name and location of the college or university that granted your graduate degree, the type of degree (i.e. M.A., M.S.), and the date the degree was conferred.

Name Location Degree Type Date Conferred

Have you previously attended Webster University? Yes No

If yes, when? _____
Term Year Other last name under which your records may be listed

What M.A. or M.S. major or optional M.B.A. area of emphasis have you selected? _____

If your major is media communications, specify area of emphasis (if applicable). _____

Indicate the term in which you wish to enroll:
Jan.-March _____ March-May _____ May-July _____ Aug.-Oct _____ Oct.-Dec. _____
(Spring 1) year (Spring 2) year (Summer) year (Fall 1) year (Fall 2) year

Which campus will you be attending? On Campus _____ Online _____
Location Name of Program*

Admission Information
This form must accompany your application fee of \$50.00 (nonrefundable). Make checks payable to Webster University. Official transcript(s) noting conferral for your degree(s) must be received from the degree-granting institute by the end of the first term of enrollment. Webster graduates are exempt from this requirement. Transcripts should be forwarded to the program administrator at your location.

Webster University adheres to the rules and regulations of the "Privacy Rights of Parents and Students" as stated in the United States Law 93-380 and adheres to the "Statement of Principles Good Practices" of the National Association of College Admission Counselors. Webster University admits students of any race, sex, sexual orientation, color, creed, ages, ethnic or national origin, or nondisqualifying handicap.

Please be aware that a student may not register for his or her initial class(es) without first having an academic session.

Signature _____ Date _____

My signature on this form attests that the above information is true and accurate in paper, fax, and electronic form.



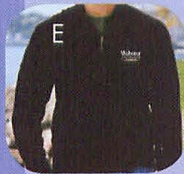
Graduate and Evening Student Admissions
568 Garden Avenue
St. Louis, Missouri 63119-3194
Phone: 1-800-75-ENROLL (1-800-753-6765)
Or 314-968-7100

© 2005 Webster University

Student Ambassador Program

Student Ambassador Program

We'd Like to Show Our Appreciation!



We appreciate that many of our students tell others about our programs and we'd like to thank those who refer new students to Webster University! We're pleased to announce that current students will receive a premium gift item for each new student they refer to Webster University.

**That's right!
It's our way to say, THANKS!**

It's EASY. Here's all you need to do:

1. Simply fill out the information below, choose your gift and fax to 314-246-2300 or mail to:

Webster University
ATTN: Office of Marketing
470 E. Lockwood Ave
St. Louis MO 63119

2. To be eligible, you need to provide complete information for you and each person you are referring.

3. You'll receive your "Webster Thank You" at the midpoint of the first term for which the potential new student(s) officially registers for class.

There's no limit on the number of referrals an individual student may make!

This is a limited time offer. Sorry, Webster employees are not eligible to participate in this program.

POTENTIAL STUDENT'S NAME _____		DATE _____	YOUR NAME _____	
Street Address _____			Webster Campus You Attend _____	
City _____	State _____	Zip _____	Street Address _____	
NOTE: Referrals do not apply retroactively to students who have already enrolled. Referral must be received before the referred student starts the term. Please use ONE form for each new student you're referring to Webster University.			City _____	State _____ Zip _____
Gift Selection _____		Size/Color _____		

This form can also be found on our web site.