



**Prior Term Payment Plan Online Account Access Form – Page 1**  
**Return both pages in one email to the Office of Student Accounts,**  
**[studentaccounts@pennwest.edu](mailto:studentaccounts@pennwest.edu)**  
**using your personal email address you put on the form.**

Below is an agreement needed from you to initiate access to your student account for a prior term payment plan. Once the form is received, the process will be initiated to set up your authorization to set up a payment plan. You will receive **two** emails containing your username and password and a link to the online payment system from [campuspayments@touchnet.com](mailto:campuspayments@touchnet.com) and **one** email from a PennWest staff member. You will need to follow the directions contained in those emails to complete your account setup to be able to make payments.

Please complete the following:

**Typed form preferred or** print clearly using block letters. Black Pen is preferred.  
Make sure numbers are written distinctly different from letters to avoid confusion.  
Forms with missing information or unclear photo IDs will be rejected.

Student's Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student's Cell Number: \_\_\_\_\_ Student's Personal E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NOTE:** The personal e-mail address will become the student's username to access the online payment system (TouchNet). PennWest will also use this email to communicate login information back to the student. Please **DO NOT** use your prior PennWest email address to set up this account, as it will be closed 5 months after separation from the university and you will no longer have access to your payment plan account.

**Student Signature \*Required\*** \_\_\_\_\_

***By signing this form, you hereby authorize Pennsylvania Western University to grant the user access to their accounts, including ability to view payment history and/or make payments accordingly. Payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. Student understands that they are still primarily responsible for ensuring that all accounts are paid on time and in full.***

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**



**Prior Term Payment Plan Online Account Access Form – Page 2**

Return **both pages in one email** to the Office of Student Accounts,  
[studentaccounts@pennwest.edu](mailto:studentaccounts@pennwest.edu) **using your personal email address you put on the form.**

**Please place a valid photo ID in the blank space below.**

*Valid forms of Identification include:*

Driver's licenses  
Passports  
Military IDs  
PennWest ID

Please adjust the brightness to ensure all facial features are clear and visible.

Forms with missing information or an unclear photo ID will be rejected.

Be sure to send both pages together in a single email to [studentaccounts@pennwest.edu](mailto:studentaccounts@pennwest.edu)  
using the personal email address you provided on the form. This email address will also be  
used for all future communication with you.

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Received by Student Account - Initials & Date: \_\_\_\_\_

Setup in TouchNet & Confirmation Email sent to Student – Date: \_\_\_\_\_