



**Prior Term Payment Plan Online Account Access Form**  
**Return form to Office of Student Accounts, [studentaccounts@pennwest.edu](mailto:studentaccounts@pennwest.edu)**

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 make a payment. You will receive two emails containing your username and password and a link to the online payment system. You will need to follow the directions contained in those emails to complete your account setup to be able to set up a payment plan. Please complete the following:

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

Student's Cell Number: \_\_\_\_\_ Student's Home 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 6 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.**

**FOR OFFICE USE ONLY**

Amount: \_\_\_\_\_ Term/Terms : \_\_\_\_\_ Date: \_\_\_\_\_

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

Setup in TouchNet – Date: \_\_\_\_\_

Confirmation Email sent to Student – Date: \_\_\_\_\_