

_____ (Official Use Only)

**PennWest University Book
Voucher Authorization**

This request can only be used prior to your refund disbursement.

Summer 2022

Student's Full Name: _____

Student ID: _____

E-mail Address: _____

Cell Phone: _____

Mailing Address: _____

I, _____, authorize PennWest University of Pennsylvania, the amount that is advanced to and endorsed below to be used to cover institutional charges (e.g. required books and supplies). I understand that these funds are from my anticipated financial aid refund and are required to be used at the bookstore (choose one):

California

Clarion

Edinboro

Student Signature _____

Date: _____

YOU ARE RECEIVING A VOUCHER THAT MUST BE REPAID

I further understand and agree:

1. If I decide to withdraw from the University, I will be responsible for **all** charges.
2. I understand I am responsible for my charges if my financial aid is reduced or canceled due to a change in my enrollment status or eligibility and does not cover the amount I have charged.
3. The voucher will be automatically paid from **any** federal, state, institutional, or private financial aid proceeds if they are available after the voucher is posted to the student's university account.
4. The voucher shall be non-interest bearing.
5. Repayment can be made by the following methods:

Online Payments - E-check, debit card, credit card (There is a fee for credit card payments.)

Parent/Guest Online Payments - Parents and guests must first be authorized by students to use the above mentioned online payment options.

Payments by Mail - Check payments may be mailed to PennWest University, Student Accounts, 114 Becht Hall 840 Wood St., Clarion, PA 16214.

6. Unpaid voucher balances are subject to university late fee and registration hold procedures.
7. Students with delinquent voucher accounts will not be permitted to register for courses, and academic records (transcripts and diplomas) will be withheld until the voucher has been repaid.

Once completed, email the form and a copy of the student's University ID card or state-issued driver's license to the Student Accounts Office at studentaccounts@pennwest.edu.

For Office Use Only

Pending Aid \$ _____ **Charges \$** _____ **Voucher Amount \$** _____

Approval Signature/FA Staff

Date

For questions, please contact Student Accounts at studentaccounts@pennwest.edu