



Student Financial Guide

A Guide to Financial Services at
Case Western Reserve University

Bursar

The Bursar's Office is happy to assist you with questions regarding tuition and fees, student billing, payment options and due dates. CWRU utilizes an online billing system and allows students to give parents and other third parties access to their student account and bill. Please visit us online at controller.case.edu/bursar for more information. Our office is open Monday through Friday from 8:30 am to 5 pm.

Financial Aid

The Office of University Financial Aid is here to assist you in financing your education.

The Office of University Financial Aid maintains two related offices: the Office of Student Employment (Yost 410A) and the Office of External Loans (Yost 427A). Our counselors are available on weekdays throughout the academic year and summer to meet with families on a walk-in basis between 9:00 am and 4:30 pm.

Case Financial Form/Application Status/Financial Aid Awards are available in briefCase. Unlock and open your briefCase with your Case Network ID and Password. Go to finaid.case.edu for more information.

The Student Information System (SIS) is a secure, flexible, web-based environment for creating and maintaining your academic and financial information.

Sign in is simple and secure

The URL to access the system is www.case.edu/erp/sis

Students: use Case Network ID and password.

Authorized Users: use the ID and password provided by the student.

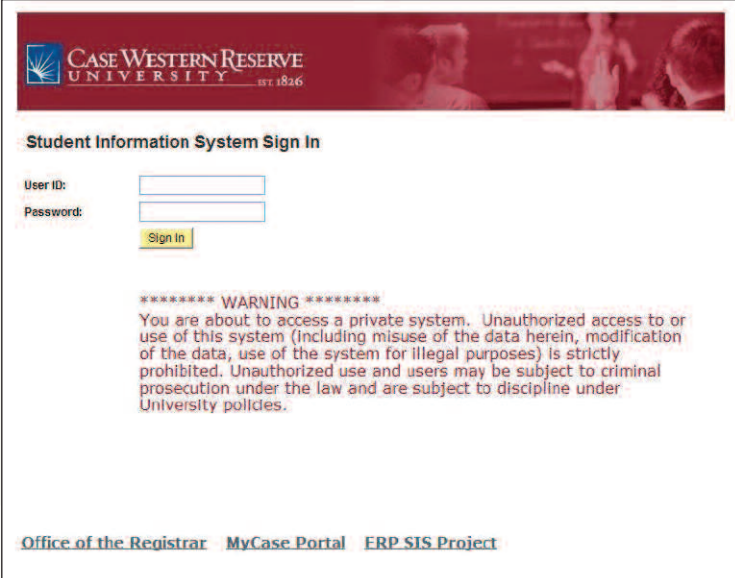
TIP User ID and password are case sensitive.

Save the URL as a favorite.

No VPN required.

Once in the SIS, **do not** use your Internet browser's **Back** button—this could cause you to lose information.

IMPORTANT SECURITY FEATURE The SIS automatically signs you out after 20 minutes of inactivity.



Student Information System Sign In

User ID:

Password:

[Sign In](#)

******* WARNING *******
You are about to access a private system. Unauthorized access to or use of this system (including misuse of the data herein, modification of the data, use of the system for illegal purposes) is strictly prohibited. Unauthorized use and users may be subject to criminal prosecution under the law and are subject to discipline under University policies.

[Office of the Registrar](#) [MyCase Portal](#) [ERP SIS Project](#)

SIS Sign-in page

Finances

What you can do from the Finances section...

- 1 **Health Fee Waiver**, click here to waive the health fee for the semester. *The CWRU Medical Plan fee is automatically charged on a per semester basis to students registered for one or more credit hours. If you already have health coverage you are eligible to waive the Medical Plan fee.*
- 2 **Account Inquiry**, view account details or make a payment.
- 3 **Account Activity**, view up-to-the-minute account activity and account history.
- 4 **Charges Due**, view past charges, current charges and charges due in the future.
- 5 **Payments**, view all credits applied to your account.
- 6 **Pending Aid**, view financial aid that is expected to post to your account. *(Please verify with the Financial Aid Office that all required documents are complete.)*

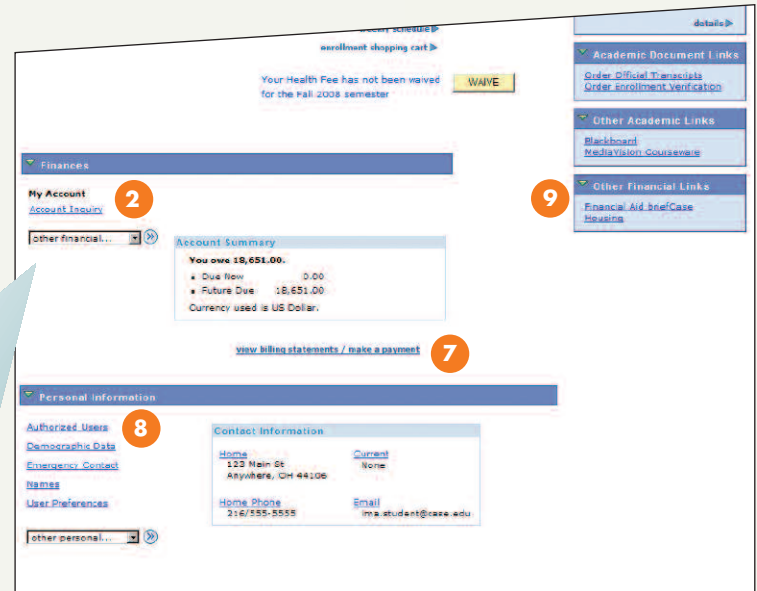
The screenshot displays the Case Western Reserve University student portal interface. At the top, the university logo and navigation links (Home, Add to Favorites, Sign out) are visible. The user is identified as 'Ima Student' with ID '3999999'. The 'Academics' section is expanded, showing a 'Fall 2008 Schedule' table. The table lists various classes such as ANTH 103-100, ECON 102-103, PSOC 100-101, MATH 125-101, MATH 125-121, PHED 108-100, PHED 17A-100, and PSOL 101-100, along with their respective schedules. Below the table, there are links for 'weekly schedule' and 'enrollment shopping cart'. A red circle with the number '1' highlights a message: 'Your Health Fee has not been waived for the Fall 2008 semester.' A yellow 'WAIVE' button is visible next to the message. The 'Finances' section is also expanded, showing a 'My Account' summary with a balance of 'You owe 18,651.00'. On the right side, there are several informational panels including 'SEARCH FOR CLASSES', 'ROIDS', 'Enrollment Dates', 'Shopping Cart Appointment', 'Enrollment Appointment', 'Advisor', 'Academic Document Links', 'Other Academic Links', and 'Other Financial Links'.

| Class | Schedule |
|----------------------------|--|
| ANTH 103-100 LEC (1144) | TuTh 10:00AM - 11:15AM Nord Hall 204 |
| ECON 102-103 LEC (2686) | MWTF 9:30AM - 10:20AM Peter S Lewis 202 |
| PSOC 100-101 SEM (3768) | MWTF 11:30AM - 12:20PM To Be Scheduled M 12:10PM - 1:45PM To Be Scheduled W 12:10PM - 1:45PM To Be Announced |
| MATH 125-101 LEC (4542) | MWTF 9:30AM - 9:20AM To Be Scheduled |
| MATH 125-121 REC (8988) | Tu 11:30AM - 12:25PM To Be Announced |
| PHED 108-100 PHE (6042) | MW 2:00PM - 2:50PM To Be Announced |
| PHED 17A-100 PHE (6094) | MW 3:00PM - 3:50PM To Be Announced |
| PSOL 101-100 LEC (6820) | TuTh 11:15PM - 2:50PM To Be Announced |

1 Your Health Fee has not been waived for the Fall 2008 semester. [WAIVE](#)

My Account
Account Inquiry
other financial...
Account Summary
You owe 18,651.00.

- 7 **Make a Payment**, click this link to view your billing statements and make payments to your account.
- 8 **Authorized Users**, set up an authorized user account for parents, spouses or other third parties whom you would like to have access to your student financials and/or class schedules and grades.
- 9 **Other Financial Links**, links to external financial resources appear here.



Other Financial dropdown list

Student Center

Student Checklist

Before the start of the semester, make sure that...

- All requested documents have been received (check briefCase)
- Federal loan entrance counseling has been completed*
- Stafford Loan master promissory note has been signed*
- Perkins Loan master promissory note has been signed*
- University Loan promissory note has been signed*
- Application for supplemental financing through a private lender or Federal PLUS has been completed
- Health Plan waiver has been submitted online (if you are already covered)
- Fall Tuition Bill has been reviewed through the Student Information System
- External Scholarship Checks have been submitted to the Office of University Financial Aid

* Where applicable, an email notification will be sent to the student's CWRU email address with instructions on how to complete the promissory note electronically.

Pending Aid

The pending aid tab can be accessed by clicking the [Account Inquiry](#) link or from the other financials drop down list on the Student Center.

Please note that not all pending aid is reflected in this view. For example, it does not reflect work study or outside scholarships or credit based loans.

Students: log in to briefCase for a complete view of your financial aid package at finaid.case.edu.

ima Student

Account Inquiry

summary || activity || charges due || payments || pending aid || make a payment

Pending Financial Aid

View By:

| Pending Financial Aid | | Find View All | First < 1-7 of 7 > Last |
|--|-----------|-----------------|-------------------------|
| Award | Term | | Amount |
| Federal SEOG (Grant) | Fall 2008 | | 500.00 |
| Federal Stafford-Unsub Loan | Fall 2008 | | 1,000.00 |
| CWRU Grant-In-Aid | Fall 2008 | | 7,000.00 |
| CWRU Loan-Staley Fund | Fall 2008 | | 2,000.00 |
| Subsidized Stafford Loan | Fall 2008 | | 1,750.00 |
| Federal Perkins Loan | Fall 2008 | | 1,000.00 |
| Total Pending Financial Aid for this view | | | 13,250.00 |

First < 1-7 of 7 > Last

[Financial Aid](#)

Account Inquiry

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#) [Pending Aid](#) [Make A Payment](#)

Pending Aid

briefCase

The Office of University Financial Aid offers you a number of services on their briefCase web site.

Students: log in using your Case Network ID and password at finaid.case.edu.



[About briefCase](#)
[Associated Offices](#)
[Questions](#)

Login

Please enter your Case Network ID or briefCase ID and password to log in.

ID

Password

If you experience difficulty logging in, please check the [troubleshooting page](#).

[Home](#) | [Help](#) | [Search](#)

Copyright 1994-2008 Case | Unauthorized Use Prohibited | Contact the Webmaster | Text Only
 briefCase was created and is maintained by the Case Office of University Financial Aid

briefCase Login

From briefCase you can...

- Complete a Case Form for financial aid,
- Check the status of your financial aid application,
- View your financial aid award,
- Track your student loan history.

Scholarships that have been awarded to the student from organizations outside of the University must be turned over to the Financial Aid Office for processing.

Checks that have been made payable to both the student and the University will require the student's endorsement before the University can deposit it. Scholarship checks that are remitted without disbursement instructions will be equally split between the fall and spring semesters. Please do not mail scholarship checks to the PO Box address that is given on the invoice. The mailing address for the Office of University Financial Aid can be found in the Contact Us section of this guide.

If you have any questions or are having trouble accessing this system, please contact the Office of University Financial Aid at 216-368-4530 or faoffice@case.edu.

CASE.EDU | HOME | DIRECTORIES | SEARCH

CASE WESTERN RESERVE UNIVERSITY EST. 1826 UNIVERSITY FINANCIAL AID

External Loans
Financial Aid
 Application Status
 Financial Aid Award
 Staff Only: Award Responses
 Case Financial Aid Form

SEARCH SITE:

I would like to view **2008-2009 academic year** information.

Financial Aid Award Hide All | View All

Your initial Financial Aid Award was determined on June 6, 2008.

General Information

The Office of University Financial Aid has prepared this statement using the following criteria:

| Award Criteria | |
|-------------------------|----------------|
| Major/Program of Study: | Economics |
| Housing Category: | Student's Home |

If any of the information in the table above is incorrect, please contact the [Office of University Financial Aid](#) in writing or via the [Ask the Counselor](#) service.

A. Award

| Description | Fall | Spring | Total | Accepted |
|--------------------------|------------|------------|-------------|--------------|
| **FEDERAL PELL GRANT | \$2,365.00 | \$2,366.00 | \$4,731.00 | \$ 4,731.00 |
| FED WORK-STUDY PROGRAM | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$ 3,000.00 |
| FEDERAL PERKINS LOAN | \$1,000.00 | \$1,000.00 | \$2,000.00 | \$ 2,000.00 |
| FEDERAL SEOG (GRANT) | \$500.00 | \$500.00 | \$1,000.00 | \$ 1,000.00 |
| CWRU GRANT-IN-AID | \$7,000.00 | \$7,000.00 | \$14,000.00 | \$ 14,000.00 |
| CWRU LOAN-STALEY FUND | \$2,000.00 | \$2,000.00 | \$4,000.00 | \$ 4,000.00 |
| SUBSIDIZED STAFFORD LOAN | \$1,750.00 | \$1,750.00 | \$3,500.00 | \$ 3,500.00 |
| Total: | | | \$32,231.00 | |

*Designates Pending Award. See the [Financial Aid Fact Sheet](#) for more information.

Additional assistance, beyond the items listed above, may be obtained in the form of loans such as the [Custom Signature Loan](#), the [Federal Parent Loan for Undergraduate Students \(PLUS\)](#), or the [Graduate PLUS Loan](#).

Student Accounts

The Student Information System allows students and authorized users to view the student account in several ways.

- View an account summary of all outstanding charges
- View detailed listing of all activity on your account
- See a various combination of each
 - Only payments
 - Only charges

In accordance with the federal regulations established by the Family Educational Rights and Privacy Act (FERPA), students must authorize their parents or other third parties to view their tuition bill. Tuition bills are the responsibility of the student and only the student can control access to his or her bill. If the student would like a third party to have access to view and/or pay the bill online, simply add the individual on as an authorized user.

Account Summary

You owe **18,651.00**. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 18,651.00

| Term | Outstanding Charges & Deposits | Pending Financial Aid | Total Due |
|--------------|--------------------------------|-----------------------|-----------|
| Fall 2008 | 18,651.00 | 13,250.00 | 5,401.00 |
| Total | 18,651.00 | | |

Account Summary

Account Activity

View by

From: 12/12/2007 To: 06/12/2008 All Terms go

| Posted Date | Item | Term | Charge | Payment | Refund |
|-------------|--|-----------|-----------|---------|--------|
| 06/12/2008 | Course Fee - Phys Ed - Rock Wall Climbing (2nd Half) | Fall 2008 | 20.00 | | |
| 06/12/2008 | Health Plan | Fall 2008 | 660.00 | | |
| 06/12/2008 | Matriculation Fee | Fall 2008 | 370.00 | | |
| 06/12/2008 | Rta Transportation | Fall 2008 | 25.00 | | |
| 06/12/2008 | Student Technology Fee | Fall 2008 | 213.00 | | |
| 06/12/2008 | Undergraduate Activity Fee | Fall 2008 | 138.00 | | |
| 06/12/2008 | Undergraduate Tuition | Fall 2008 | 17,225.00 | | |

Currency used is US Dollar.

Account Inquiry

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#) [Pending Aid](#) [Make A Payment](#)

go to ...

Account Activity

Billing and Payments

CWRU utilizes a paperless tuition billing system. Instead of mailing a paper bill, the student, as well as any authorized users, will receive a billing notification via email. The message informs the student that new billing information is available and provides the access link www.case.edu/erp/sis.

You can make an online payment and view your bill through the Account Inquiry screen.

Click the make a payment tab and then click the [Open online billing and payment system](#) link.

Ima Student

Account Inquiry

summary || activity || charges due || payments || pending aid || make a payment

View Bills & Make On-line Payment

[Open online billing and payment system](#)

When you click the link above, a new window will open where you can view your billing history and make a payment by credit card or electronic check. If a new window does not appear, please be sure to turn off your pop-up blocker and try again. When you are finished reviewing bills and/or making a payment, please close the window to return to this screen. Online payments will be reflected in your account balance immediately unless otherwise noted on your receipt.

Account Inquiry

Summary Activity Charges Due Payments Pending Aid Make A Payment

Make a Payment

Billing

The current billing statement shows your account activity as of the billing date. For new activity since your last billing date please use the Account Inquiry link from your Student Center.

The current billing statement will include all charges, credits and pending financial aid for the current billing cycle. Subsequent billing statements will only reflect new charges and payments.

Student,Ima | Privacy Policy | Contact Us | Log Off

Message Board
Payment Profiles
User Preferences
View Accounts
Statement History
Make Payment
Transaction History

Account Summary

Below is a list of all your accounts. From this page you are able to access your:

- **Current Statement** - view your most recent statement of your account.
- **Statement History** - view your past account statements.
- **Make Payment** - post a payment to that specific account.

| Account | | | |
|----------------------------|-------------------|---------------|-------------------|
| Student Accounts | Due Date | 06/25/08 | Select Action |
| | Amount Due | \$5,401.00 | Select Action |
| | Statement Date | 06/12/08 | Statement History |
| | Statement Balance | \$5,401.00 | Make Payment |
| Bills prior to May 5, 2008 | Due Date | Not Available | Select Action |
| | Amount Due | Not Available | |

View Current Statement

Student,Ima | Privacy Policy | Contact Us | Log Off

Current Statement

Below is your current statement:

- To view your statement history, please select "Statement History" from the dropdown list.
- To make a payment, please select "Make Payment" from the dropdown list.

Account: Student Accounts | Account Actions: Select Action

| | | | |
|---------------|---------------|------------------------|-------------|
| Student Name: | Student,Ima | Previous Balance: | \$0.00 |
| Student ID: | Not Available | Current Activity: | \$18,651.00 |
| Billing Date: | Jun 12, 2008 | Pending Financial Aid: | \$13,250.00 |
| Due Date: | Aug 25, 2008 | Balance: | \$5,401.00 |

[Click to View Print](#)

To avoid Late Fees, please pay amount due by August 25, 2008. Thank-you for your prompt payment.

| Date | Term Code | Description | Net Amount |
|----------|-----------|---------------------------------------|-------------|
| 06/12/08 | Fall 2008 | Course Fee - Phys Ed | \$20.00 |
| 06/12/08 | Fall 2008 | Rta Transportation | \$25.00 |
| 06/12/08 | Fall 2008 | Undergraduate Activity Fee | \$138.00 |
| 06/12/08 | Fall 2008 | Student Technology Fee | \$213.00 |
| 06/12/08 | Fall 2008 | Matriculation Fee | \$370.00 |
| 06/12/08 | Fall 2008 | Health Plan | \$660.00 |
| 06/12/08 | Fall 2008 | Undergraduate Tuition | \$17,225.00 |
| | | Sub Total: | \$18,651.00 |
| | | Fall 2008 Subsidized Stafford Loan | \$1,750.00 |
| | | Fall 2008 Federal Perkins Loan | \$1,000.00 |
| | | Fall 2008 Federal SEOG (Grant) | \$500.00 |
| | | Fall 2008 Federal Stafford-Unsub Loan | \$1,000.00 |
| | | Fall 2008 CWRU Grant-In-Aid | \$7,000.00 |
| | | Fall 2008 CWRU Loan-Staley Fund | \$2,000.00 |
| | | Sub Total: | \$13,250.00 |

Your Current Billing Statement

Payment Options

Online Payment Options:

- 1 E-check or savings deduction
- 2 Discover® Card*
(a convenience fee will be added to your transaction)

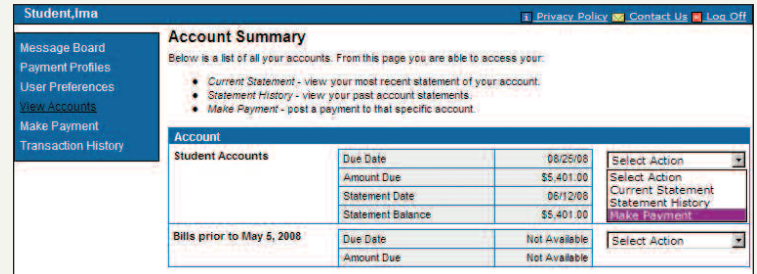
NOTE: Online payments are reflected immediately in the student’s account. You can create a payment profile to save banking or credit card information for future use.

* Discover® Card is the only credit card accepted due to the larger fees associated with other cards.

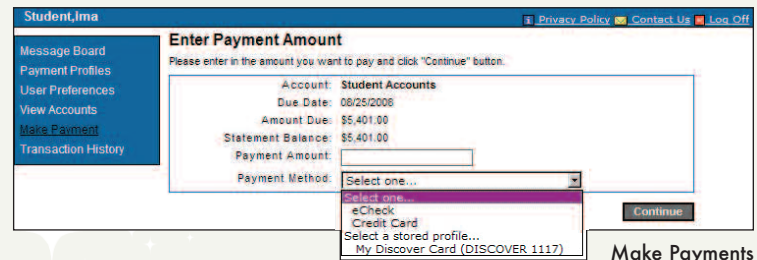
Other Payment Options:

- 1 Mail payment using the pdf version of the bill
- 2 Pay in person at the Bursar’s Office (Yost Hall, Room 115)
- 3 Wire transfer
(please contact the Bursar’s Office for more information)

NOTE: Checks and money orders should be in U.S. dollars drawn on a U.S. bank, and made payable to “Case Western Reserve University.” Please include the student’s ID number on the check or money order.



View Accounts



Make Payments

Payment Mailing address:

Case Western Reserve University, P.O. Box 74056, Cleveland OH 44194

Correspondence/Delivery by Courier:

Case Western Reserve University, Bursar’s Office, Yost Hall, Room 115, 10900 Euclid Avenue, Cleveland OH 44106-7043

Set Up Authorized Users

From the Student Center click the [Authorized Users](#) link. This will bring you to the Authorized Guest Setup screen.

Use this screen to set up an authorized user account for parents, spouses or other third parties who you would like to have access to:

- Student Finances
- Academic Info
- Student Center

Authorized users with financials access can view your bill, billing history, account activity, pending aid and can make an online payment.

Authorized users with access to Student Center can also waive the health fee.

Authorized Guest Setup

Use this screen to create authorized users such as parents, spouses or other third parties who can access your student finances, class schedule and grades. Each authorized user must have a unique user ID and can be given access to one or more of the items listed below. Only you can set up authorized users and their access to the system. You can also revoke access by locking out the account. Once an account is created, it can be locked, but it cannot be removed.

Lock User?

| | | |
|---------------------------|--|--|
| *User ID | <input type="text" value="IMAGUEST"/> | User ID must be at least 6 characters, upper case and unique to the system |
| *Name | <input type="text" value="Ima Guest"/> | Name of Authorized Guest |
| *Password | <input type="password" value="*****"/> | Password must be at least 8 Characters and is case-sensitive. |
| *Re-enter Password | <input type="password" value="*****"/> | Click here to view password recommendations |

| Role | Description |
|--|--|
| <input type="checkbox"/> ACCESS STUDENT CENTER | Grant access to My Student Center, including class and exam schedules, grades, holds, advisors, other academic and personal data and all financial services, including the ability to waive my health fee. |
| <input type="checkbox"/> ACCESS ACADEMICS ONLY | Grant access to My Academics, including class and exam schedules and grades. |
| <input checked="" type="checkbox"/> ACCESS FINANCIALS ONLY | Grant access to My Financials, including balances due, account inquiry, payment history, billing information, holds and on-line payment processing. |

| | |
|--------------------------------|---|
| *Guest's Email Address | <input type="text" value="imaguest@yahoo.com"/> |
| *Re-enter Email Address | <input type="text" value="imaguest@yahoo.com"/> |

By checking this box, I consent to the creation of this authorized guest account for access to and disclosure of the personal information selected above. I understand that this access will remain in effect while I am enrolled or until I withdraw my consent by locking this user account or removing specific permissions listed above. I understand that I am responsible for communicating the password to the authorized user and that an email containing the login ID and instructions will be sent to the email address listed above.

Authorized Guest Setup

Contact Us

BURSAR'S OFFICE

bursar@case.edu
controller.case.edu/bursar

P 216-368-2226

F 216-368-1929

10900 Euclid Avenue
Yost Hall, Room 115
Cleveland OH 44106-7043

OFFICE OF UNIVERSITY FINANCIAL AID

faoffice@case.edu
finaid.case.edu

P 216-368-4530

F 216-368-5054

10900 Euclid Avenue
Yost Hall, Room 417
Cleveland OH 44106-7049

OTHER USEFUL INFORMATION

Housing, Residence Life & Greek Life

housing@case.edu
housing.case.edu

P 216-368-3780

F 216-368-6658

Meal Plan/Case Cash

mealplan@case.edu
case.edu/diningservices/mealplan.htm

P 216-368-5844

F 216-368-1096

Student Employment Office

finaid.cwru.edu/StudentEmployment.aspx

P 216-368-4533

F 216-368-5054

University Health Service

healthservice@case.edu
studentaffairs.case.edu/health/services

P 216-368-2450

F 216-368-8530

Student Information System (SIS) erpsis@case.edu

This address is monitored by the ERP Student Information System (SIS) team.
General questions about the SIS should be directed to this address.



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Enterprise Resource Planning
10900 Euclid Avenue
Cleveland, OH 44106-7231

EMAIL erpsis@case.edu
<http://www.case.edu/projects/erp/sis>