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.
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.)
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.
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.
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.
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.
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.
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.
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.
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.

**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.
## 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.