

Begin by logging into the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

## Waive Optional Fees

1. Click the **Finances** tile on the Student Home, then the **Waive Optional Fees** tile.



Alternatively, from the **NavBar**, select Navigator > Finances > Waive Optional Fees.

2. In the **One to One Membership Fee** section, click the **Waive** checkbox.
3. Select **Save**.
4. The **Waive Optional Fees** page displays, and The One to One Membership Fee is successfully waived when **Optional fee has been updated** displays with the **Waive** checkbox selected.

**Note:** Graduate and professional students will be enrolled automatically as members of One to One Fitness Center at a discounted rate, with no initiation fee. With permission, excess financial aid can be used to pay for this membership fee. Students who do not wish to use this benefit may opt out by the end of the add/drop period of each semester. Late waiver appeals for this membership fee must be submitted via email to [onetooone@case.edu](mailto:onetooone@case.edu).

This completes the waiving optional fees process for One to One Fitness.