

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. Click the **Finances** tile on the Student Home, then the **FA Permissions** tile.

Alternatively, from the **NavBar**, select Navigator > Finances > FA Permissions.

2. If you have not allowed excess financial aid to pay the One to One Fitness membership fee, the following message will appear:

No financial aid permission information on file.

Click the **Grant Permissions** button.

3. Read the agreement carefully and then select the **Next** button.
4. Read the final page. If you agree, click the **Yes, I have read the agreement** checkbox.
5. Click the **Submit** button.
6. A confirmation page displays with **Your permission form has been accepted** message.

Note: By federal regulation, excess federal financial aid cannot automatically apply to non-institutional charges (ex. One to One Fitness Membership Fee).

This completes the excess aid permission process.

