

Saint Louis University

TUITION REMISSION APPLICATION PROCESS

Applying for tuition remission benefits is an online process through Workday. Once the application is approved, the benefit remains in place until you or your dependent(s) no longer meet the eligibility requirements.

(If you are new to Saint Louis University, visit mySLU to access Workday. To enter the website, you will need to enter your SLU Net ID. The first time you log on, your password will be “Id”, followed by the last six digits of your employee ID number – it should look like Id123456. You will then be directed to set up a Password.)

After entering Workday, select the “Benefits” application. Then, select “Benefits” in the change column (left side), select “Apply/Update Tuition Remission” as the benefit event type and today’s date as the benefit event date. Then, you will be on a screen that says, “You have submitted”. Click the gray “Open” button to open the election menu.

For employee tuition remission: Review the policy guidelines. Select the radio button for “elect” then, click continue, then review your selection, electronically sign, and submit. review the policy guidelines before submitting. You will receive a confirmation that your application has been submitted for approval. No further action is required.

For tuition remission for a qualified dependent: Review the policy guidelines to ensure your dependent is eligible. Select the radio button for “elect” then click the box under enroll dependents. Choose an existing dependent or add a new dependent from enrollment. After your eligible dependents have been chosen, click continue, then review your selection, electronically sign, and submit. You will receive a confirmation that your application has been submitted for approval.

NOTE: Per University Tuition Remission policy, step-children are not eligible for this benefit. Please contact benefits@slu.edu with any questions about Dependent Tuition Remission eligibility.

Submitting your benefit change sends your application to the Benefits Office for approval. Approved applications are forwarded to the Office of Student Financial Services where they are applied to current invoicing. There may be a lapse between the time you apply and when the benefit is applied to the student account. A nonrefundable tuition remission fee will be assessed on a per credit hour basis.

Please note that applying for tuition remission does not enroll you or your dependent as a student with Saint Louis University. Acceptance to the University and registration for classes are still required, preferably before tuition remission is requested. Please also seek verbal approval with your supervisor before pursuing your enrollment with the University.

For questions, contact the Benefits Office at benefits@slu.edu or 314-977-2595. (Rev. 2020)