

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 follow these steps to apply for Tuition Remission:

1. Choose "Benefits and Pay"
2. Select "Benefits" in the change column (left side),
3. Select "Benefit Election"
4. Select "Change Benefits"
5. Select "Apply/Update Tuition Remission" as the benefit event type and today's date as the benefit event date.
6. Then, you will be choose "Submit"
7. Click "Open" button to open the election menu
8. Choose "Lets' Get Started"
9. Choose "Manage"
10. Click "Select"
11. Select "Confirm & Continue"
12. Choose "Save"
13. Select "Review and Sign"
14. Scroll down to the bottom of the screen chuck "I accept", and "Submit".

You will receive 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.

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2. Select "Benefits" in the change column (left side),
3. Select "Benefit Election"
4. Select "Change Benefits"
5. Select "Apply/Update Tuition Remission" as the benefit event type and today's date as the benefit event date.
6. Then, you will be choose "Submit"
7. Click "Open" button to open the election menu
8. Choose "Lets' Get Started"
9. Choose "Manage"
10. Click "Select"

11. Select “Confirm & Continue”
12. Select Dependent
13. Choose “Save”
14. Select “Review and Sign”
15. Scroll down to the bottom of the screen click “I accept”, and “Submit”.

You will receive 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.

Approved applications are forwarded to the Office of Student Financial Services. There may be a lapse between the time you apply and when the benefit is applied to the student account. A non-refundable 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 from your supervisor before pursuing your enrollment with the University. For questions, contact the Benefits Office at benefits@slu.edu or 314-977-2595. (Rev. 2026)