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,