

Saint Louis University
TUITION REMISSION APPLICATION PROCESS

Applying for tuition remission benefits is an online process through Banner Self-Service. 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 <http://banner.slu.edu> to access Banner Self-Service. To enter the website, you will need to enter your SLU Net ID. This is the information that precedes the @slu.edu in your Saint Louis University e-mail address. The first time you log on, your password will be “Id”, followed by the last six digits of your Banner ID number – it should look like Id123456. You will then be directed to set up a Password.)

After entering Banner Self-Service, select the “Tools” tab. Then, select “Banner Self-Service”, “Employee”, “Benefits and Deductions”, and followed by “Tuition Remission”.

For employee tuition remission: Select “Tuition Remission Employee”, and review the policy guidelines before selecting “Apply Now”. You will receive a confirmation that your application has been submitted for approval, or if you have a current tuition remission record in Banner the message will confirm that you have already applied for tuition remission. No further action is required.

For tuition remission for a qualified dependent: Select “Tuition Remission Dependent”, and review the policy guidelines. Your eligible dependents will be listed in a table on this page.* Choose the dependent(s) for which you are applying and then select “Apply Now”. 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.*

Once you select “Apply Now”, this 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.

*If your dependent is not listed on the dependent tuition remission page, they will need to be added by selecting “Add a New Person” in the Dependents section of the Benefits and Deductions page.

**For questions, contact the Benefits Office at benefits@slu.edu or 314-977-2595.
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