

Union and Employer Tuition Deferment Quick Reference Guide for Sponsors



For unions, employers, and other agencies that will be sponsoring tuition, either in full or partially, for one or more students.

Step 1. Prepare Authorization Documents

Please be as specific as possible when submitting the authorization letter as they will be interpreted with the literal references written on them.

The authorization (i.e., “letter of credit”, “tuition voucher”) must be on company letterhead, dated, and explicitly state that you, the sponsor, will remit payment directly to the College. Additionally, the authorization must include the following:

- Student’s full name and EMPLID number
- Amount of tuition (and fees, if applicable) to be covered
- Semester to which a payment will be applied (i.e., fall, spring, summer)
- Specific terms for payment: define any contingencies, such as grade requirements or successful completion of class, attendance, or financial aid status
- Employer’s or sponsor’s billing and email address for invoice submission
- Contact information for an authorized sponsor representative (name, phone number, email, and fax)

**** Two or more sponsored students may be submitted on the same authorization IF the terms are the same for each individual listed. If not, a separate authorization must be provided for each student ****

Step 2. Submit Authorization Documents

Unions and employers may issue authorization documents to the student or directly to the College. Please be advised, late authorizations may result additional fees billed to the student or course cancellation.

Please submit authorization documents to:

Billing@slu.cuny.edu

Office of Student Accounts

School of Labor and Urban Studies

25 West 43 Street | New York, NY 10036

An invoice is released once enrollment is verified and final; payment must be submitted by the due date indicated. Check and ACH is accepted. To ensure proper credit, reference the invoice number on your remittance.