



## Getting Started

Any portion of your tuition and fees may be deferred if authorization is provided from a third-party sponsor (i.e., employer, union, prepaid college program, city/state/federal agency, embassy etc.)

- Authorizations may come in the form of a “letter of credit” or “tuition voucher” that states the employer or union will pay the college directly
- Authorization documents must be submitted by the first official day of the new semester; any tuition and fees not covered by the sponsoring party must be paid by the student before the due date

Does **not** qualify for deferment:

- Tuition reimbursement programs
- Guarantees for miscellaneous expenses (i.e., books, supplies, travel)
- Guarantees from relatives, friends, or other illegitimate interests

## Step 1. Obtain Required Documents

Be sure that your sponsor has included all of the following before you submit a “letter of credit” or “tuition voucher” to the Bursar’s Office:

- Your name and EMPLID number
- Amount of tuition and fees to be covered
- Semester to which tuition will be paid (i.e., fall, spring, summer)
- Specific terms of payment (i.e., requires grades)
- Sponsor’s address, e-mail address, phone number, and billing contact

\* Incomplete or invalid authorizations will be returned; the union/employer deferment will not be approved until a complete document is received \*

## Step 2. Submit Authorization Documents

- Authorization documents are required each semester you plan to defer tuition/fees to a third-party
- Authorization documents must be submitted by the first official day of the new semester; you must pay any tuition and fees not covered by the sponsoring by the due date
- Electronic submission is recommended for faster service; E-mail authorization documents to [Bursar@slu.cuny.edu](mailto:Bursar@slu.cuny.edu)

## Step 3. Processing

- Once your authorization documents are received, the Bursar's Office will review the submission and enter the deferral
- Bill credits are applied when possible; note that such credits are provisional and subject to change. Bill credits will appear on your tuition statement as "transfer to third party"
- If a bill credit cannot be applied, the record will be notated with a positive service indicator: ATP or "Anticipated Third Party Payment" Accounts with an ATP will **not** be credited until the sponsor payment is received. Please note that regardless of when the sponsor’s payment is applied, you are still responsible to submit payment by the due date for any amount the sponsor does not cover. It is recommended to compare your tuition statement with the sponsor’s authorization to calculate the due balance
- Students whose full tuition is covered by their sponsor will be exempt from late fees or account holds
- If only part of your tuition has been deferred, you will be required to pay the remaining balance. For example, Julia's tuition is 1,000. Julia has an employer deferment on her account for \$600. Julia is responsible to pay \$400 by the due date
- If you have any questions about what you may owe after a union/employer deferment is applied, please contact the Bursar’s Office