

# FACHEX

(Jesuit Schools Exchange)

## *Outgoing Students*

### *2024-2025 Academic Year*

As a member of the FACHEX (Faculty and Staff Children Exchange) Program for Jesuit schools, dependents of Xavier employees who are eligible for full tuition remission at Xavier are eligible to be considered for tuition remission at any of the 27 participating Jesuit colleges and universities. Since the program requests that each institution maintain a balance between dependents from the home institution (exports) and students coming from other institutions (imports), there may be a limited number of slots available. Since Xavier may not be able to accommodate all requests, the FACHEX Program should not be considered as a guaranteed award.

The following guidelines have been established for Xavier employees who wish to apply for the program:

- To be eligible, dependents must meet the qualifications for full tuition remission at Xavier. No awards are made for individuals who are part-time employees.
- **An online application for the FACHEX Program must be submitted by November 1, 2023.** Applications received after the deadline will be ranked in the order the application is received and will be placed on a waiting list behind all on-time applicants. If additional openings become available employees will be notified of their eligibility.
- Employees (with new dependents applying to the program) should submit the EZ application online at [www.tuitionexchange.org](http://www.tuitionexchange.org), under the Families tab, EZ application. *Continuing students in the program must submit a paper form.* Paper forms (for continuing students only) will still be available in the Office of Human Resources and on the Forms section on the employee hub (under HR forms).
- **The deadline for the Office of Student Financial Services to certify a new dependent's eligibility is December 15<sup>th</sup>,** which includes any changes/additions to the original application. Applications that are received after the deadline may or may not be submitted and/or reviewed, depending on the number of those already certified and the deadline of the host institution. The December 15<sup>th</sup> deadline is a universal deadline for all schools.
- If selected, awards are normally made for four years (eight semesters). However, awards can be made for a shorter period of time in the event the student is already enrolled at the receiving institution or the Coordinator deems a shorter award appropriate in order to increase participation. Continued participation requires an annual certification of eligibility and satisfactory academic standing at the receiving institution.
- **Renewal forms (for students currently in the FACHEX program) must be completed and returned to Xavier's Office of Human Resources by November 1, 2023.** If earlier notification is required by the receiving institution, it is the responsibility of the enrolled student to advise the Office of Human Resources and the FACHEX Coordinator.
- Students participating in the program are expected to pay for room, board, and any special fees of the host institution.

- Questions concerning the FACHEX Program should be directed to the Office of Student Financial Services; Laura Stith is the FACHEX Coordinator ([stith@xavier.edu](mailto:stith@xavier.edu)). Benefit questions should be directed to the Office of Human Resources.
- **All employees whose dependent has been certified must notify Xavier's FACHEX Coordinator in writing of the acceptance or non-acceptance of their award by May 1.** Failure to provide notification may result in a delay in certifying in the future.
- *If there will be a change in the dependent's participation in the program (i.e. withdrawal from the host institution, early graduation, etc.) the employee must notify the FACHEX Coordinator.*
- The applicant must abide by all regulations of the receiving institution.
- Xavier University reserves the right to modify these guidelines to insure an appropriate balance between import and export students.

A listing of the FACHEX member schools can be found at <https://telo.tuitionexchange.org/fachexschools.cfm>.