

# FACHEX

## *Outgoing Students*

### *2010-2011 Academic Year*

As a member of the FACHEX (Faculty and Staff Children Exchange) Program, 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 26 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:

1. To be eligible, dependents must meet the qualifications for tuition remission at Xavier. No awards are made for individuals who are part-time employees.
2. An application for the FACHEX Program must be filed with the Office of Human Resources by November 13, 2009. Applications received after the deadline will be ranked in the order the application is received in the Office of Human Resources and will be placed on the waiting list behind all on-time applicants. If additional openings become available employees will be notified of their eligibility.
3. The deadline for Xavier to certify a new dependent's eligibility is December 15<sup>th</sup>. 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 policy of the host institution.
4. 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 must be completed and returned to the Human Resources office at Xavier by January 15, 2010.
5. Students participating in the program are expected to pay for room, board, and any special fees of the host institution.
6. 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, 2010. Failure to notify the FACHEX Coordinator by May 1, 2010 may result in the award being made to another applicant.

7. 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.
8. Application forms will be available in the Office of Human Resources.
9. The applicant must abide by all regulations of the receiving institution.
10. Questions concerning the FACHEX Program should be directed to the financial aid office; Laura Stith is the FACHEX Coordinator. Benefits questions should be directed to Human Resources.
11. Xavier University reserves the right to modify these guidelines to insure an appropriate balance between import and export students.