

FACHEX

(Jesuit Schools Exchange)

Outgoing Students

2026-2027 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 students certified to be considered. 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, 2025.* Employees (with new dependents applying to the program) should submit the EZ application online at www.tuitionexchange.org, under the Application Process heading. Applications received after the deadline will not be processed.
- If earlier notification of eligibility is required by the receiving institution, it is the responsibility of the enrolled student to advise the Office of Human Resources and the FACHEX Liaison.
- *Continuing students in the program must submit a paper form by November 1.* Paper forms (for continuing students only) are available in 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 15th,* which includes any changes/additions to the original application. Applications that are received after the deadline will not be considered. The December 15th 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 Liaison deems a shorter award appropriate in order to increase participation. Continued participation requires an annual certification of eligibility and possible additional requirements at the host institution.
- 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 Liaison (stith@xavier.edu). Benefit questions should be directed to the Office of Human Resources at hr@xavier.edu.

- *All employees whose dependent has been certified must notify Xavier's FACHEX Liaison 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 Liaison.*
- 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 [FACHEX - Association of Jesuit Colleges and Universities](#).