Tuition Remission Information Session

October 4, 2018
Today’s Agenda

Introductions and Overview

Tuition Remission: Policies and Procedures
- Kimberly Schweinhagen, Human Resources Coordinator

Admission Information for Xavier
- Lauren Parcell, Dean of Admissions

Tuition Exchange/FACHEX Program Options and Financial Aid
- Laura Stith, Senior Assistant Director for Financial Aid

Questions and Answers
Tuition Remission: Policies and Procedures

Eligibility

• Dependents of full and part-time employees with one year of service

• Dependents must be 25 years of age or younger and meet the dependency criteria established by Federal Tax Law.

• Proof of dependency is required by the University for all children over the age of 22 or who become 23 before September 1 of each academic year.

• Part-time faculty must be teaching during the semester when the dependent is taking classes.

• Enrollment may be restricted to a space available basis for undergraduate and graduate programs with class size limitations.
What’s Included?

- 90% of undergraduate and graduate tuition (tuition only; room, board, and fees are not covered)
- Doctorate programs are not included

Graduate School

- The value of the tuition remission amount is a taxable benefit.

Prorated

- Prorated based on 37.5 hours per week for non-faculty employees and 12 credit hours teaching assignment for faculty

Dependent Tuition Remission Forms

- Must be completed yearly, except for part-time faculty (adjuncts) who must complete the form each semester
- Complete once your dependent has registered for classes
- Forms are available online on the Xavier hub>Forms>HR Forms>Tuition Remission for Dependents or in the HR Office
Admission Policies and Process

• The employee or dependent must apply and be accepted for admission at the desired institution in order to participate in tuition remission benefits; on-campus housing, if available.

• Must abide by appropriate admission policies, deadlines, etc. at institutions other than Xavier; don’t wait until the last minute!

• Early Decision; Early Action; Single Choice Early Action; Rolling Admission: know what each means for each school

• Have options; apply to more than one school; reach vs. match vs. safety schools
Tuition Remission: Admission Information

Xavier Admission Offices and Contacts

- **Undergraduate Admission**
  
  All students contact the Office of Admission (degree-seeking first-year and transfer, adult, Weekend Degree, part-time, etc.)

- **Graduate Admission**
  
  Office of Graduate Admissions

  Graduate Services
Tuition Remission: Admission Information

Xavier’s Undergraduate Admission Process and Policies

• To apply, use one of the following forms:
  • Xavier’s online application
  • The Common Application online

• Application Process & Deadlines:
  • Fall Semester Freshman Class Admission -
    Rolling Admission - Decisions sent within 2-3 weeks of
    receiving all required application materials

  • Spring Semester Admission
    At least 30 days before the start of the
    semester
Tuition Remission: Admission Information

Fall Semester Admission:

**Dec. 1:** Early application. Decisions made by late December.

**Dec. 15:** Deadline for scholarship applications to be submitted to be considered for the St. Francis Xavier, Weninger and Pro & the Community Engaged Fellowships and most other competitive scholarships.

**January 15:** Application deadline for admission into Nursing.

**May 1:** Postmark/Submission deadline to submit tuition & housing deposits to confirm enrollment. This is a national reply deadline for all colleges & universities.
Tuition Remission: Admission Information

Freshman Class Application Requirements:

- No application fee
- Completed application, including essay, list of activities
- Guidance/college counselor recommendation
- Official high school and/or college transcripts, including senior grades if available
- Results from SAT and/or ACT

Fall 2018 Freshman Class Profile

- Over 15,000 applicants; 1,399 students enrolled
- Accepted student profile:
  - middle 50% GPA: 3.11-3.91
  - middle 50% on SAT: 1080-1240; ACT: 22 – 28

All employee dependent applicants are evaluated by Dean of Admission
Nursing

• Minimum 3.0 weighted high school GPA

• minimum 24 ACT composite and 21 math sub-score or 1180 SAT composite and 520 math sub-score

• Application deadline is January 15, 2019
Tuition Remission: Admission Information

Program Selective Admission

• **Music** - Applicants to Music, Music Education, and Performance must submit additional pieces to their application. This includes the following:
  • Music Resume
  • Music Recommendation Letter
  • Two selections of contrasting styles, each no more than two minutes in length

• Music and Music Education applicants are evaluated using the same academic admission criteria as any other applicant for admission to the University but not the Music major. The Music portfolio (consisting of the above items) will determine their admission into these majors.
Tuition Remission: Admission Information
Program Selective Admission

• **Theatre** - Applicants to Theatre, Musical Theatre and Theatre Education must submit additional pieces to their application. Visit [www.xavier.edu/theatre-department](http://www.xavier.edu/theatre-department) for more details.

• Theatre Department applicants are evaluated using the same academic admission criteria as any other applicant for admission to the University but not the Theatre majors. The Theatre audition and additional materials will determine their admission into the these majors.
Decisions

• **Acceptance**
  
  *Next step:* deposit or cancel by May 1

• **Defer for 7th Semester Grades**
  
  *Next step:* ask guidance office to forward transcript once senior grades available; forward new test results if applicable

• **Waitlist**
  
  *Next step:* if we admit from waitlist, this typically occurs in March/April, but can occur as early as January and as late as July; move forward with other schools if needed

• **Denial**
  
  *Next step:* Consider schools that offer a good academic fit; consider transferring after 1-2 years with increase in GPA, solid college work. Denied applicants may appeal using new academic information.
Tuition Remission

- Best option
- Apply and be accepted
- Complete Remission Form – Forms Button on the Employee Hub – HR Forms
Tuition Exchange and FACHEX

**Tuition Exchange** - national program with over 600 participating institutions

**FACHEX** – *(Faculty and Staff Children Exchange)* Xavier and 26 other Jesuit institutions participate

[www.tuitionexchange.org](http://www.tuitionexchange.org)
Tuition Exchange and FACHEX

Basic Information:

• Dependent children of full time faculty/staff may be considered for these programs.

• Applicants may apply to multiple schools.

• Award usually covers tuition costs

• Decision is made by importing school.
Tuition Exchange and FACHEX

Basic Information (continued):

• Each institution is required to maintain an import/export balance over a 5 year period

• Xavier has a point system for Tuition Exchange but it’s not currently in effect; all Tuition Exchange and FACHEX applicants will be certified for 2019-2020.

• Renewal is done each year.
Point System

• Employees receive 1 point for each year of full-time service; ½ point for each year of part-time service

• 1½ points will be deducted for each year any dependent used the program

• If an employee’s spouse is also employed by XU, points will be deducted from one employee’s account

• TE openings will be limited to 1 dependent at a time per employee, unless points remaining allow eligibility

• Both the TE liaison and a representative from HR will calculate point totals for all TE applicants.

• In the event of a tie, priority will be given to the employee who has not yet used the program; secondarily, the employee whose spouse is also employed by XU will be given priority
Tuition Exchange and FACHEX

**Initial Process** (September/October of senior year in high school)

- Apply for admission at desired college(s).

- Submit EZ application online - now available for both programs (NEW students only) or fill out the paper Tuition Exchange/FACHEX application.

- Paper form must be returned to HR by **November 9th**; EZ app (new students only) must be submitted by **November 9th**

- Xavier’s Financial Aid Office will certify eligible students to be considered for the program(s) in December (online for both programs). An email will be sent from the system.
Tuition Exchange and FACHEX

Next step

• Schools will notify student of acceptance for Admission
• Schools will notify student of the TE/FACHEX decision (award, reject, waitlist)
• **Employee is required to inform the TE/FACHEX liaison of student’s school choice and whether they received and accepted a Tuition Exchange or FACHEX award by May 1st**

Renewal Process

• Employees must fill out the paper Tuition Exchange/FACHEX form and submit it to HR by **November 9th**
• Xavier will certify eligibility for exports for the following year.
• Renewal subject to the University’s requirements/standards
General Financial Aid Information

Whether going to Xavier or another school, may want to apply for financial aid - (FAFSA) at www.fafsa.ed.gov

- File anytime after October 1
- Aid comes in the form of gift aid (Pell Grant, OCOG) and/or self help (loans and student employment)
- Eligibility is determined by results of the FAFSA

If using Tuition Remission (attending Xavier)

- Initial scholarship/grants/awards will be replaced by remission
- 90% of undergraduate and graduate tuition covered (room, board, and fees are not covered)
- Federal Work Study is need-based aid
Work-Study Not Required: Jobs for Non-Awarded Students

On-campus employers who may hire students during the academic year without federal work study awards include:

• Campus Bookstore - 513-745-3311 or xavier@bkstr.com
• Currito Burritos - 513-281-1500 or kyle@currito.com
• Chartwells - 513-745-4235, On-campus dining and catering

To apply to any of these employers, students should contact them directly.

The Career Development Office can also assist your son or daughter with an off-campus employment search.
Tuition Remission: Questions and Answers

• Human Resources Office
  Alumni Center, 1st Floor
  745-3638
  www.xavier.edu/hr

• Financial Aid Office
  Schott Hall  745-3142
  www.xavier.edu/financial_aid

• Career Development Office
  530 Conaton Learning Commons
  745-3141
  www.xavier.edu/career

• Office of Admission (Undergraduate)
  Schott Hall  745-3301
  www.xavier.edu/undergraduate_admission

• MBA
  Smith Hall, 1st Floor
  745-4800

• Graduate Services
  Hailstones Hall, 1st Floor
  745-3360