

XAVIER UNIVERSITY

TUITION EXCHANGE/FACHEX APPLICATION

- You must be a full-time, benefit eligible employee in order to apply to these programs.
- All new employees will have a one-year waiting period before an application can be made to these programs.
- Xavier limits the number of students certified in order to balance their import/export numbers.
- Students must be full-time to be considered for these programs.
- Fachex and Tuition Exchange are competitive programs. Selection is determined by the admitting school and is not guaranteed.
- Each year this application must be completed by the employee and submitted to HR at hr@xavier.edu. Submission deadline dates for new and renewal applications are noted in the Tuition Exchange and Fachex guidelines.

Dependent's Name:	Dependent's Date of Birth:
Dependent's Address:	Dependent's Telephone:
Dependent's E-mail Address:	Dependent's SSN:
Upcoming Academic Year: Dependent's Status for Upcoming Academic Year: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Please list all schools to which student will apply: If it is a returning student, please list the school the student is currently attending:
Employee's Name:	Employee's Xavier E-mail Address:
Employee's Banner ID:	Employee's Date of Full-time Employment:
Employee's Campus Phone:	Relationship to Dependent:
Do you currently have other dependents participating in the Tuition Exchange/FACHEX Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list their name(s) and their current academic status:
Have any other of your dependents used the Tuition Exchange/FACHEX Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list their name(s) and dates Tuition Exchange/FACHEX was used:
Can Dependent be Claimed as a Federal Tax Exemption? *Proof of dependency may be required. <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee's Signature and Date:

FOR HUMAN RESOURCES USE ONLY:

Full-Time Status: Yes No **Employment Date:** _____ **Verified By:** _____

Tuition Exchange Eligibility Points: _____ **Years of Service:** _____ **Usage:** _____ **Total:** _____

CERTIFY: Yes No