Tuition Exchange and FACHEX Programs
FAQs

Tuition Exchange Questions

1. What is the Tuition Exchange Program?
   • The Tuition Exchange (TE) Program is a tuition award program, in which over 600 private colleges and universities participate.
   • A TE award provides tuition assistance to eligible students in an amount equal to or, at the discretion of the host institution, greater than the annual minimum set by the TE organization.
   • The award may be available for up to eight semesters of undergraduate study as long as the student remains eligible for the TE Program.

2. Who is eligible for TE?
   • IRS tax dependent children of USF full-time faculty and staff may apply for a TE award for undergraduate studies at any of the participating institutions.

3. What does a TE award cover?
   • TE awards will cover the cost of tuition for undergraduate studies during fall and spring semesters only and at least at the minimum rate established the TE organization. Some participating institutions may provide a benefit for other expenses such as room and board. Study abroad programs may or may not be covered at the discretion of the host institution. For more information, please contact the TE coordinator at the school you are interested in attending or visit the TE website for additional information.
   • The minimum TE award is $32,500 for 2014/15 and $33,000 for 2015/16.

4. What are the criteria for a TE award?
   • Each host school (i.e. the school at which your child applies) has its own criteria for granting a TE award.
   • To be considered for a TE award, you must be accepted at the host institution. Schools may look at academic record, College Board exams, date of admission or other criteria. Please check with the TE coordinator at the host school for deadlines and requirements.
   • TE awards are highly competitive. As a result, there are no guarantees that a TE award will be received from the institution of one's choice.

5. How can I find out more about how TE is awarded?
   • Many of the participating schools include information on the TE website regarding how TE is awarded.
   • Visit Conducting a School Search and view each school’s website to gather more information about how the TE award varies by school.
FACHEX Questions

1. What is FACHEX (Faculty and Staff Children Exchange Program)?
   • FACHEX is a tuition benefit in which 27 US Jesuit colleges and universities participate. FACHEX provides tuition assistance to eligible students for up to eight semesters of undergraduate study.

2. Who is eligible for FACHEX?
   • IRS tax dependent children of USF full-time faculty and staff members may apply for a FACHEX award for undergraduate studies at any of the participating institutions.

3. What does a FACHEX award cover?
   • FACHEX awards cover the cost of tuition for undergraduate studies during fall and spring semesters only. They do not cover room and board. Study abroad programs may or may not be covered. For more information please contact the FACHEX coordinator at your school of interest.
   • The FACHEX award may be available for up to eight semesters of traditional full time undergraduate study as long as the student remains eligible for FACHEX.

4. What are the criteria for FACHEX awards?
   • Each host school (i.e. the school at which your child applies) has its own criteria for awarding a FACHEX award. To be considered for an award, you must be accepted at the host institution. Schools may look at academic record, College Board exams, date of admission or other criteria. Please check with the FACHEX coordinator at the host school for deadlines and requirements.

5. Is FACHEX an automatic exchange?
   • No. FACHEX awards are highly competitive. Each school makes its own determination about how many students it can extend FACHEX to, and there is no guarantee to any employee that their child will be able to utilize the benefit at the school of their choice.

6. What is the FACHEX Application process for Boston College?
   • Boston College is no longer accepting certification letters as a means to identify FACHEX eligibility for incoming students. Please apply early action (November 1st) and list the eligible parents name and indicate that they are currently employed full-time by a participating Jesuit University on their Common Application. For further information, please visit Boston College’s FACHEX webpage.
General Questions

1. Where can I get TE and FACHEX application form?
   • The application form is located on the HR Forms website.
   • If your child is applying to a school that participates in both programs, please list the school under each program on the form.

2. What is required to verify IRS tax dependency?
   • Copy of latest tax return showing that your child is your IRS tax dependent.
   • Copy of Birth Certificate or adoption papers or court documentation certifying custody.
   • Review the Family Eligibility for Benefits more information.

3. How are the participating schools notified of my child’s TE and FACHEX eligibility?
   • Once the parents’ eligibility is verified, HR will notify the institution of your child's eligibility to participate in the FACHEX/TE program(s). If the institution your child is applying to participates in both FACHEX and TE please list the university/college under each program. It is recommended that the application for these programs be submitted as early as possible.

4. Will I receive acknowledgement of my child’s application for a TE or FACHEX?
   • HR will notify your child’s school of choice that he/she is eligible to participate in the TE and/or FACHEX programs within five business days of receipt. The schools to which your child applied will generally send an acknowledgement letter to your child.
   • Most schools notify students by April 1st of the TE/FACHEX award status.

5. When are the deadlines for applying for TE and FACHEX?
   • IRS tax dependents of USF full-time faculty and staff should submit the form and required documentation to Human Resources, LM 339, no later than November 14, 2014 for the 2015/2016 academic year. Please keep in mind that each school has its own deadlines for application for early and regular admission, so please check with the institution directly for deadline information.
   • If you miss the November 14th deadline, please contact the FACHEX/Tuition Exchange Coordinator at the receiving school first to see if they will still accept the notification. Many schools may not and it would be the employee’s responsibility to meet the established deadlines of the other schools in the program.

6. What if my child already attends a FACHEX or TE school but does not have an award?
   • Please check with the FACHEX and/or TE Liaison Officer at the school your child is attending to see if they consider applicants who are already attending their institution. If yes, please complete the FACHEX & TE Application and submit to HR by the deadline.

7. Should I still apply for financial aid?
   • Yes, it is advisable to apply for financial aid as well. The TE and FACHEX programs are highly competitive, and an award is not guaranteed. Please check with the institutions you are applying to for further information regarding financial aid processes and deadlines.
Special Note
• If you are a current full-time employee of the University of San Francisco and your child wishes to come to USF, he/she can do so through the tuition remission benefit. For more information, visit Tuition Benefits.

Important Reminders
• A FACHEX and TE certification does not qualify your child for admission, nor does an offer of admission mean an automatic FACHEX or TE award. The participating institution will only make a FACHEX and TE determination after a child has been accepted for admission and the child has been certified as eligible to participate in the program.
• FACHEX and TE, if offered, only covers up to four years of continuous, full-time undergraduate study during the traditional fall and spring semesters. It is not available for part-time study.
• FACHEX and TE award, if granted, only covers tuition. Any additional expenses incurred by the student (e.g. room and board, fees, travel related expenses and books) are the responsibility of the student. Please note that the TE awards may be set at an amount less than the full tuition amount.
• If a student is granted FACHEX or TE at a participating institution, the parent is expected to maintain their respective employment and FACHEX/TE eligibility at the University of San Francisco. Should a parent terminate their employment and fail to maintain eligibility, the participating institution will terminate the student’s FACHEX or TE award. Please notify the participating institution if termination of employment should occur.
• Please inform HR if your child has been awarded and accepted a FACHEX or TE award.

For more information, please contact tuitionremission@usfca.edu.