

# FACULTY AND STAFF CHILDREN EXCHANGE PROGRAM (FACHEX)

The Faculty, Administrator, and Staff Children Exchange Program, or FACHEX, is an undergraduate tuition-remission program for children of current full-time faculty, administrators and staff. The program is established and managed by the Association of Jesuit Colleges and Universities (<http://www.ajcunet.edu/fachex/>).

Through FACHEX, employees who have a tuition-remission benefit for their children at their home institution can apply to receive the same benefit at participating Jesuit colleges and universities if there is space available and the student meets that school's requirements for FACHEX applicants.

Each institution determines the number of FACHEX awards granted each year. As a result, they are highly competitive and there are no guarantees to the children of any given faculty or staff member that they will be able to utilize the FACHEX benefit at the institution of their choice.

Participating FACHEX Institutions (<https://tuitionexchange.org/about-fachex/>)

## Information for Eligible Employees of SLU Eligibility

At Saint Louis University, an employee must have completed at least three years of continuous full-time service to be considered eligible to apply for FACHEX at participating institutions (<https://tuitionexchange.org/about-fachex/>).

Each institution sets its own rules about how students are selected for a FACHEX award. Many schools use academic achievement as a determining factor and will only consider incoming freshmen as applicants.

### Deadlines

FACHEX applications must be received no later than Oct. 1. After the initial application has been submitted, any additional requests to add an institution or institutions must be submitted to our office no later than Dec. 1 for additional certification. There is no guarantee that the institution will honor late certification.

### Allowances and Duration

FACHEX, should it be granted, only covers costs as stipulated by the institution your student plans to attend. Eligible employees must remain employed by Saint Louis University to maintain FACHEX eligibility.

### Application Process

1. By Oct. 1, create a Tuition Exchange account and complete the EZ-Application (<https://tuitionexchange.org/how-to-apply/>). Indicate the participating institution(s) (<https://tuitionexchange.org/about-fachex/>) to which your child plans to apply for admission on the application. Students can have a maximum of 20 active schools at any time. Applying for FACHEX does not guarantee that you will be certified for FACHEX.
2. The SLU FACHEX coordinator will confirm your eligibility and notify each participating school where your student is applying, certifying

the student's eligibility to participate in that school's FACHEX program.

3. Your student applies to the designated institution(s). We also recommend you or your student contact the FACHEX coordinator at their desired school(s) to inquire about special admissions dates – it's not uncommon to require early applications, and it is your responsibility to follow those admission guidelines.
4. The FACHEX coordinator at each institution where your child applied will inform you whether or not he/she will receive a FACHEX award. Most schools make FACHEX decisions after March 1.

## Information for Students Applying to SLU Eligibility

Eligibility requirements are determined by the home institution. If the home institution grants a full-tuition-remission benefit to the child of a faculty or staff member, then the child is eligible to apply for a possible FACHEX award at the participating Jesuit institution of their choice.

At Saint Louis University, we use information found on the application for admission as well as the FACHEX application to determine our awardees.

Saint Louis University only awards FACHEX to incoming freshmen students. We do not award to transfer students or current students whose parent becomes eligible for the benefit after they have started college.

### Deadlines

Students need to be certified by their host institution in the Tuition Exchange system and admitted to Saint Louis University by Feb. 1 for priority consideration.

### Allowances and Duration

FACHEX, should it be granted, only covers tuition (up to 18 credit hours per semester). Additional expenses such as room, board, travel-related expenses or books are the sole responsibility of the student and/or the student's family. FACHEX is offered for 10 semesters or until completion of a bachelor's degree, whichever comes first.

### Application Process

1. By Feb. 1, create a Tuition Exchange account and complete the EZ-Application (<https://tuitionexchange.org/how-to-apply/>). Add Saint Louis University as an active school on your EZ-App.
2. The FACHEX coordinator at your host institution will confirm your eligibility and notify each participating school where your student is applying, certifying the student's eligibility to participate in that school's FACHEX program.
3. Your student must apply for admission to Saint Louis University and be admitted by Feb. 1.
4. Saint Louis University makes FACHEX decisions after March 1. After decisions have been made, our FACHEX coordinator informs each eligible student whether or not he or she will be offered a FACHEX award.

Students attending Saint Louis University with an approved FACHEX Scholarship will be charged additional fees. Pell-eligible students will be charged \$25 per credit hour, non-Pell-eligible students will be charged \$50 per credit hour. This fee funds the administration of FACHEX.