



## FACHEX Guidelines for Employees of Other Institutions

### FACHEX – Applying Fall 2019 for Fall 2020 Enrollment (Children of Employees of Other Jesuit Institutions Importing to Fairfield University)

#### FACHEX Program

Fairfield University is a participant in the Faculty and Staff Children Exchange (FACHEX) Program which is sponsored by 26 Jesuit colleges and universities. Through this program, the dependent children of faculty, administrators and staff who are eligible for tuition remission at their own Jesuit institutions may be granted tuition remission at one of the participating FACHEX schools.

#### Procedures for admission to Fairfield University under FACHEX

- Faculty, administrators and staff should obtain certification of eligibility for FACHEX from their home institution. The FACHEX coordinator will confirm benefits eligibility then notify Fairfield University's [FACHEX liaison](#). **January 1** is the last day Fairfield will accept FACHEX certification letters for the following fall.
- Students must apply for admission to Fairfield University within the published deadlines (**November 1** for Early Action; **November 15** for Early Decision I; **January 15** for Early Decision II and Regular Decision). Fairfield allows FACHEX applicants to apply under any of the published admission application deadlines (it is not necessary for FACHEX applicants to apply under Early Action or Early Decision, for example). A FACHEX determination will be made after the student is certified as eligible AND has been accepted for admission. **FACHEX certification does not qualify the student for admission nor does an offer of admission guarantee a FACHEX award.**
- Applicants requesting FACHEX consideration should file a [Free Application for Federal Student Aid \(FAFSA\)](#) and the [CSS/Financial Aid PROFILE](#) by **December 1** for Early Action and Early Decision, and by **January 15** for Regular Decision and Early Decision II. Since FACHEX awards are extremely limited, other forms of financial aid may make it possible to attend Fairfield University if a FACHEX benefit is not offered.

#### Conditions

- Award decisions are made by an inter-departmental committee and are based on academic achievement.

- FACHEX benefits are available only to new freshmen. A waitlist will be maintained for freshmen applicants through **May 1**, although a continuing student FACHEX waitlist is not maintained.
- FACHEX awards are extremely limited in number and, therefore, highly competitive in terms of both space and selectivity. Typically 4-5 FACHEX benefits are awarded annually from a pool in excess of 100 applications.
- The FACHEX benefit provides the annual cost of full-time undergraduate tuition at Fairfield University. It does not cover part-time, intersession courses, summer school, graduate tuition, study abroad, room and board, books, travel related expenses, applicable fees or other costs of attending Fairfield University. The maximum number of credits a student make take per semester under the FACHEX benefit is 18. The FACHEX award will void all institutional scholarships and grants previously awarded. However, privately funded scholarships not awarded by Fairfield University will not reduce a FACHEX benefit, nor will Federal need-based aid. We understand that sometimes situations arise (medical, for example) and we are typically somewhat flexible with students and other institutions for a period of one semester up to an academic year in these cases.
- After all admission decisions have been made, Fairfield University will inform FACHEX applicants of their status by **April 15**.
- Students must remain academically eligible to return to Fairfield University and continue to be eligible for tuition remission from their home campus.

Questions may be addressed to Fairfield University's FACHEX-TUIEX contact:

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