



FACHEX and Tuition Exchange Programs for Employees

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

The Faculty and Staff Children Exchange Program (FACHEX) was established in 1971 by the Association of Jesuit College & Universities (AJCU). It is an undergraduate tuition remission program for the children of current full-time faculty, administrators and staff of the 26 participating Jesuit colleges and universities.

Each college/university determines student admissions eligibility as well as which academic programs are covered. FACHEX benefits cover only remission of tuition. Room and board, fees, books, etc., are not included.

The colleges and universities currently participating in the FACHEX program are:

[BOSTON COLLEGE](#)

[CANISIUS COLLEGE](#)

[COLLEGE OF THE HOLY CROSS](#)

[CREIGHTON UNIVERSITY](#)

[FAIRFIELD UNIVERSITY](#)

[FORDHAM UNIVERSITY](#)

[GONZAGA UNIVERSITY](#)

[JOHN CARROLL UNIVERSITY](#)

[Le MOYNE COLLEGE](#)

[LOYOLA MARYMOUNT UNIVERSITY](#)

[LOYOLA UNIVERSITY CHICAGO](#)

[LOYOLA UNIVERSITY MARYLAND](#)

[LOYOLA UNIVERSITY NEW ORLEANS](#)

[MARQUETTE UNIVERSITY](#)

[REGIS UNIVERSITY](#)

[ROCKHURST UNIVERSITY](#)

[SAINT JOSEPH'S UNIVERSITY](#)

[SAINT LOUIS UNIVERSITY](#)

[SAINT PETER'S UNIVERSITY](#)

[SANTA CLARA UNIVERSITY](#)

[SEATTLE UNIVERSITY](#)

[SPRING HILL COLLEGE](#)

[UNIVERSITY OF DETROIT MERCY](#)

[UNIVERSITY OF SAN FRANCISCO](#)

[UNIVERSITY OF SCRANTON](#)

[XAVIER UNIVERSITY](#)

Fairfield University's liaison office is responsible for certifying eligibility for each employee and for contacting their child's chosen institutions. Fairfield University cannot guarantee acceptance at the host institution. Also, acceptance into the host institution does not guarantee a FACHEX scholarship. Host institutions often choose their scholarship recipients based on the academic profile of the applicant and other institutional priorities. Most schools will only consider incoming freshmen as applicants. It is important to recognize that FACHEX awards are extremely limited in number and highly competitive. **As a result, there are no guarantees to the children of any faculty or staff member that they will be able to utilize the FACHEX benefit at the institution of their choice.**

Full-time faculty *on tenure track appointments* and full-time staff who will have at least four years of continuous service by September 1, 2020, may submit an application by **October 1, 2019** to Kristen Smith, Associate Director of Undergraduate Admission. A Paper application is available for download in the “Employee” tab within my.Fairfield.edu or an online application located under the “Families” tab on www.tuitionexchange.org. If you will have less than four years of service as of September 1, 2020, you may become eligible for FACHEX funding if your child is attending a Jesuit institution once you reach four years of service. Fairfield will then certify your eligibility; however, it is up to the receiving institution whether they award FACHEX funding to upperclassmen.

Please be diligent in having all institutions to which you wish to apply for FACHEX and/or Tuition Exchange selected by the October 1 application submission deadline. We are often asked if families may submit FACHEX/Tuition Exchange applications to more than eight schools, the answer is “yes,” but we encourage you to be thoughtful with each submission. Fairfield employees are notified by **November 1** of their certification decisions. It is not necessary to wait for certification in order to proceed with the submission of admission applications to each institution to which you are applying, that decision is up to your family. Each institution sets their own requirements as to if it is necessary for FACHEX and/or Tuition Exchange applicants to apply by a certain admission deadline (Early Action or Early Decision, for example). We also encourage families to follow the regular financial aid procedures for each school to which they are applying in order to have all packaging options in front of them when making their final enrollment decision. You will be asked on the online FACHEX and/or Tuition Exchange applications if you are applying for financial aid.

By mid-April 2020, each Fairfield applicant is asked to verify the status of his or her applications for FACHEX (offered, rejected, denied) with the University's liaison office.

Re-certification is required each year through Fairfield University's liaison office for any employee's child who is participating in the FACHEX program. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of employment eligibility and the student's satisfactory academic standing at the host institution. *Completion of an application annually is not required, re-certification is handled by the liaison office directly through www.tuitionexchange.org.*

We understand that sometimes situations arise (medical, for example) and are typically somewhat flexible with students and other institutions for a period of one semester up to an academic year in these cases.

Termination from Fairfield University will terminate the FACHEX scholarship agreement at the host institution.

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Tuition Exchange – Applying Fall 2019 for Fall 2020 Enrollment (Children of Fairfield University Employees Exporting to Other TE Institutions)

Tuition Exchange is a partnership of over 600 colleges and universities offering competitive tuition exchange scholarships to faculty and staff employed at member institutions. **The Tuition Exchange website is:** www.tuitionexchange.org.

Fairfield University's liaison office will send certifications to the applicant's chosen institutions, but this does not guarantee acceptance at the host institution. Also, acceptance into the host institution does not guarantee a Tuition Exchange scholarship. The host institution grants the scholarship and follows its own process for scholarship selection. Many institutions choose their scholarship recipients based on the academic profile of the applicant and other institutional priorities.

Tuition Exchange is not a guaranteed benefit since Fairfield has an obligation to maintain a balance between outgoing students (exports) and incoming students (imports). In order to maintain a status in "good standing," Fairfield University must monitor the import/export balance during a five-year period. Typically six to ten employees become newly eligible to participate each year with Fairfield limiting participation in the selection process to eight children of eligible employees. The minimum length of service/employment with Fairfield University for eligible employees to qualify for Tuition Exchange typically falls between eight and ten years.

Fairfield certifies only children who will enter college as first-time, full-time freshmen. Fairfield does not certify transfer or upperclassmen, even if the host institution is willing to provide TE funding. Fairfield does not certify spouses of employees.

The Tuition Exchange scholarship does not always cover full tuition, but an amount set by the host institution. Tuition Exchange, however, sets a minimum tuition amount to be honored by the host institution. The Fairfield University minimum for 2019-2020 is \$40,000.

Full-time faculty on tenure track appointments and full-time staff who will have four years of continuous service by September 1, 2020, may submit an application by **October 1, 2019** to Kristen Smith, Associate Director of Undergraduate Admission. Applications are available in the "Employee" tab within my.Fairfield.edu. All eligible employees will be rank ordered by years of service as determined through the Office of Human Resources. Eligibility will be consistent with current policies.

November 1: Each applicant will receive verification of eligibility. If the number of applicants exceeds the number of Tuition Exchange scholarships available for export, applicants will be selected as follows:

- First priority will be given to applicants based on continuous full-time seniority.
- Should there be a tie among applicants with the same number of service years, actual date of hire will be used.

By mid-April 2020, each Fairfield export applicant is asked to verify the status of his or her applications for Tuition Exchange (offered, rejected, denied) with the University's liaison office.

Re-certification is required each year through Fairfield University's liaison office for any employee's child who is participating in the Tuition Exchange program. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of employment eligibility and the student's satisfactory academic standing at the host institution. *Completion of an application annually is not required, re-certification is handled by the liaison office directly through www.tuitionexchange.org.*

We understand that sometimes situations arise (medical, for example) and are typically somewhat flexible with students and other institutions for a period of one semester up to an academic year in these cases.

Termination from Fairfield University will terminate the Tuition Exchange scholarship agreement at the host institution.

Questions regarding FACHEX or Tuition Exchange may be directed to Alison Hildenbrand, Director of Undergraduate Admission, ahildenbrand@fairfield.edu, or Kristen Smith, Associate Director of Undergraduate Admission, kesmith@fairfield.edu, ext. 2906.

Please note that Tuition Remission for Fairfield University and Fairfield Prep are handled by the Office of Human Resources. Please contact Blythe Josovitz, Benefits Manager, bjosovitz@fairfield.edu, or Yola Norton, Human Resources Coordinator, ynorton@fairfield.edu, ext. 2277.