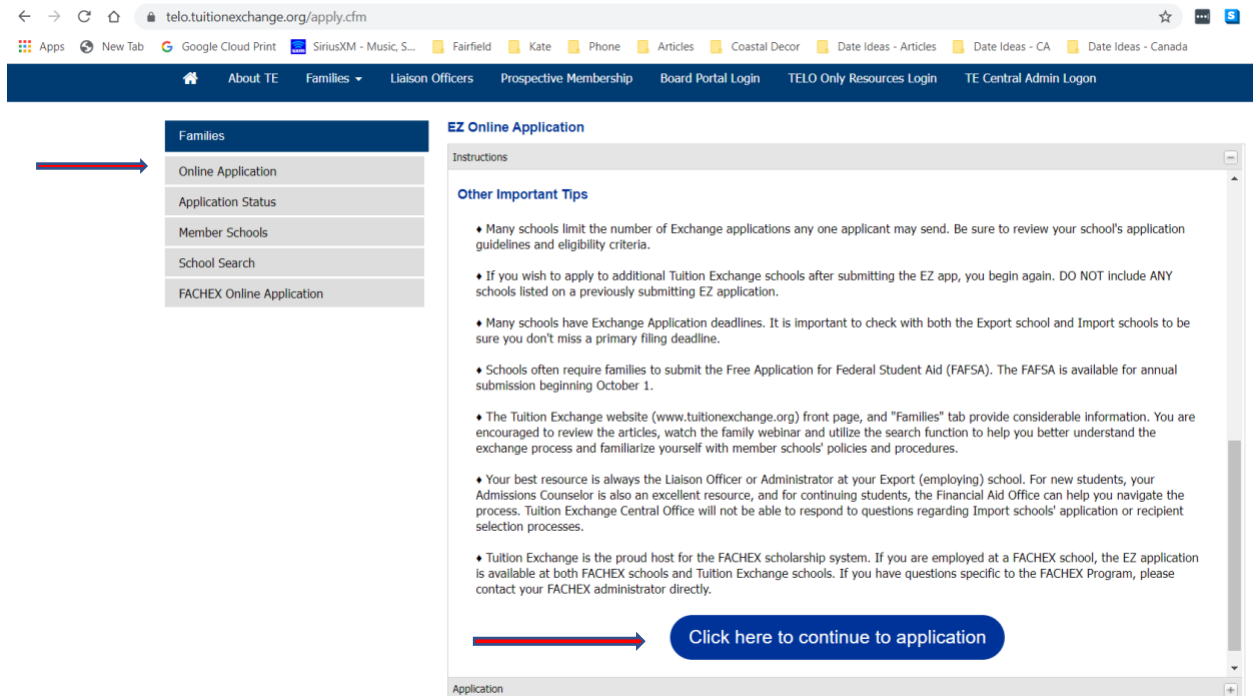


FAIRFIELD UNIVERSITY
INSTRUCTIONS FOR SUBMITTING FACHEX/TUITION EXCHANGE ONLINE APPLICATION
To be completed by October 1 of current academic year.

-Visit <https://www.tuitionexchange.org/>, select the “Families” tab, and then “Online Application” from the dropdown.

-Please read the “Online Application Process for Eligible Families” information and then select “Click here to continue to application”



-Complete the “Student Information” section. The “Application Year” will default to the *next* academic year.

The screenshot shows a web browser window with the URL telo.tuitionexchange.org/apply.cfm. The page title is "EZ Online Application". On the left, there is a navigation menu with options: Families, Online Application, Application Status, Member Schools, School Search, and FACHEX Online Application. The main content area is titled "Application" and contains the "Student Information" section. A note states "* Denotes required field". The form includes the following fields:

- First Name* (text input)
- Middle Initial (text input)
- Last Name* (text input)
- Phone* (text input)
- Last 4 SSN* (text input)
- Email* (text input)
- Address 1* (text input)
- Address 2 (Apt., Suite, Etc.) (text input)
- City, State Zip* (text input)
- Application Year* (dropdown menu, currently showing "2022 - 2023")
- Birthdate* (text input with a calendar icon, format: MM/DD/YYYY)

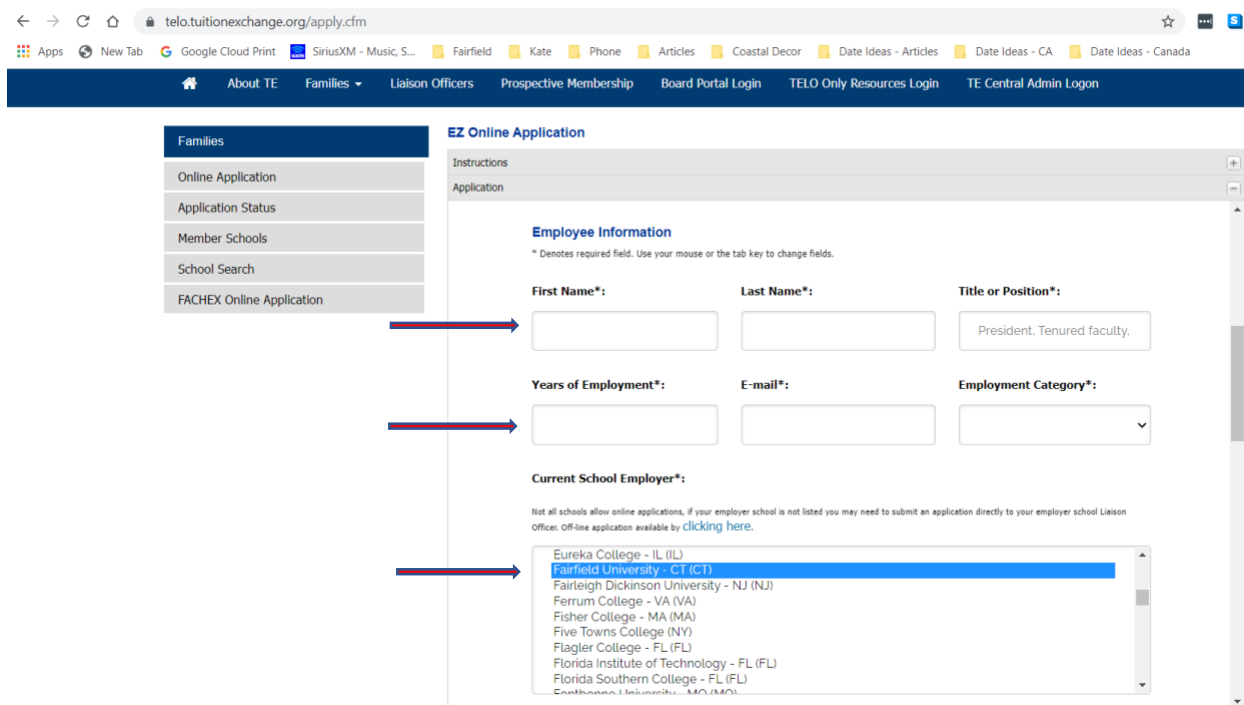
Four red arrows point to the First Name, Phone, Address 1, and Application Year fields.

-Complete the “**Employee Information**” section.

-**Years of Employment:** This is the number of years you have been employed as a full-time faculty (including “Professors of the Practice”) or staff member at Fairfield University, without interruption, by September 1 of the *next* academic year. *This number will be confirmed by Human Resources.*

To be eligible, your SON/DAUGHTER must be a full-time student at the beginning of the *next* academic year and YOU must meet a minimum of 4-years of service by September 1 of the *next* academic year. Termination from Fairfield University will terminate the scholarship agreement at the host institution.

-Select “**Fairfield University - CT (CT)**” as your “**Current School Employer**”

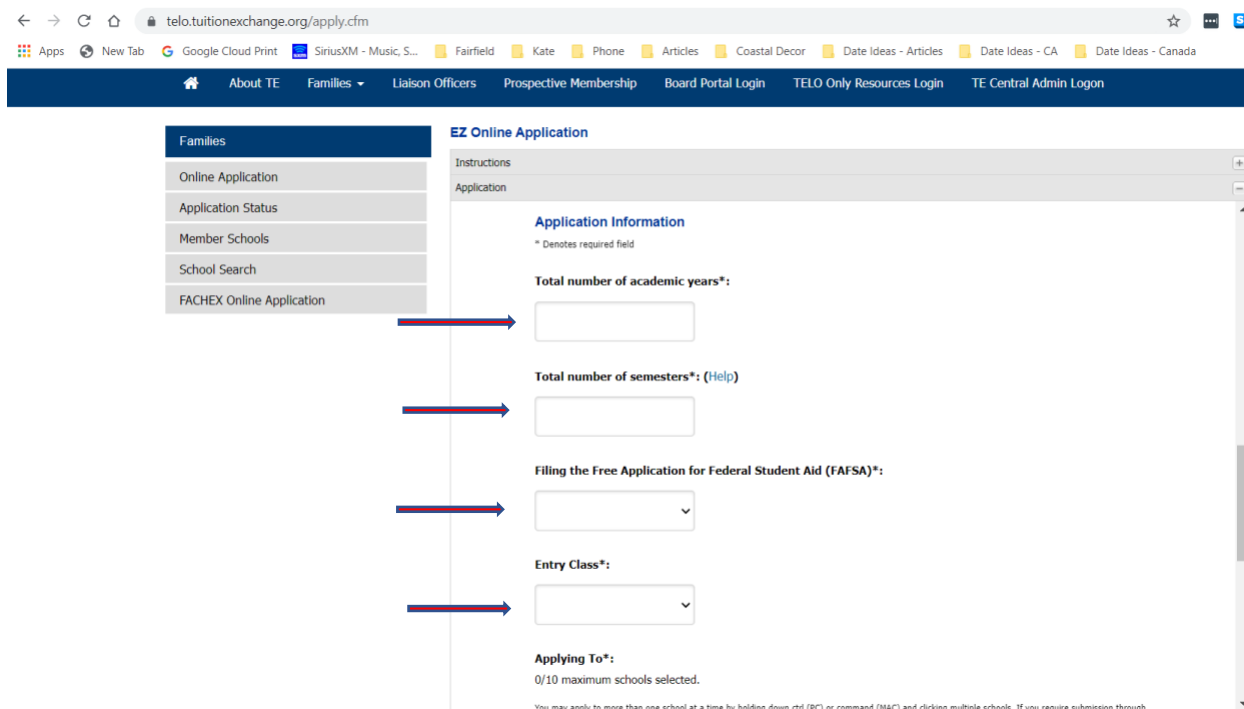


-Complete the “Application Information” section.

-“Total number of academic years:” enter “4” for a freshman.

-“Total number of semesters:” enter “8” for a freshman.

-“Filing the Free Application for Federal Student Aid (FAFSA):” select “Yes,” “No” or “Unknown” depending on your plans to/not to apply for financial aid.



-Select schools from **“Applying To:”** dropdown. See note on application that **“ctrl”** button (Windows) or **“command”** button (Mac) allows you to select multiple lines and you may only submit 10 schools per application.

-Schools that only participate in the FACHEX program, not Tuition Exchange, may be found at the bottom of the “Applying To:” dropdown list. Fairfield employees frequently encounter:

- FACHEX - Boston College - FACHEX ONLY - MA**
- FACHEX - College of the Holy Cross - FACHEX ONLY - MA**
- FACHEX - Loyola University Chicago - FACHEX ONLY - IL**
- FACHEX - University of Detroit Mercy - FACHEX ONLY - MI**

-For schools that participate in both FACHEX and Tuition Exchange, 2 applications are automatically generated (1 for each FACHEX and Tuition Exchange).

-Fairfield University should only be selected as your employer and NOT on the “Applying To:” list. Tuition Grant-in-Aid is handled by Human Resources outside of this process.

-**“Comments”** entered may be viewed by **ALL** schools to which you are applying.

-Check **“I certify I have read the full instructions...”** This is a statement that you have thoughtfully selected the schools to which you are applying for these benefits and will follow each respective admission application process.

-Select **“Submit Application”**

telo.tuitionexchange.org/apply.cfm

Apps New Tab Google Cloud Print SiriusXM - Music, S... Fairfield Kate Phone Articles Coastal Decor Date Ideas - Articles Date Ideas - CA Date Ideas - Canada

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Families

- Online Application
- Application Status
- Member Schools
- School Search
- FACHEX Online Application

EZ Online Application

Instructions

Application

not see the desired school listed it is possible you missed the enrollment period for the application year or the school is not accepting online applications at this time.

- York College of PA - PA
- Young Harris College - GA
- FACHEX: Boston College - FACHEX Only - MA
- FACHEX: Canisius College - NY
- FACHEX: College of the Holy Cross - FACHEX Only - MA
- FACHEX: Creighton University - NE
- FACHEX: Fairfield University - CT
- FACHEX: Fordham University - NY
- FACHEX: Gonzaga University - WA

Comments:

I certify I have read the full instructions for completing the Tuition Exchange application. I confirm that I have completed the admission application process for each of the selected schools before submitting the TE EZ application.

Yes -

Submit Application

Do not click the application submit button more

-Continuing students returning to the same institution next year DO NOT need to complete another TE application.