

Frequently Asked Questions about FACHEX

The following are answers to some of the more common questions posed about the FACHEX program. There are three sections of FAQs:

- one including general information
- one for current Marquette employees who are applying to have their child considered for FACHEX at another participating Jesuit university, and
- one for employees of other Jesuit universities who are applying to have their child considered for FACHEX at Marquette University.

While this list addresses questions we receive most often, it may not address YOUR question. The FACHEX coordinator at your home institution is often the best source for information regarding the program or for items not referenced below. A list of FACHEX coordinators at all participating institutions can be found [here](#).

FAQs for both incoming and outgoing students

What is Tuition Exchange?

Tuition Exchange is a university exchange program which is similar to FACHEX. Marquette University participates in FACHEX, but does NOT participate in Tuition Exchange.

Additionally, Tuition Exchange is the company that oversees the database and processes the eligibility certifications for FACHEX participating universities. Students and/or parents that have requested certification of eligibility may receive e-mails from Tuition Exchange from time to time and should pay attention to them. The Tuition Exchange database sends an automated e-mail to confirm certification. Additionally, some schools use this system to notify applicants of FACHEX awards.

What about a FACHEX certification letter?

For data security reasons, the AJCU now requires that children are certified as FACHEX eligible via the Tuition Exchange database, instead of the previously used certification letters/emails. Parents should contact their home institution's [FACHEX coordinator](#) to follow the appropriate process to be added. Only the home institution can enter and certify an employee child as FACHEX eligible in the database. Failure to have your child certified in this database will result in the failure of your child to be considered for FACHEX at any school. There are no exceptions.

Can FACHEX be used for room and board or other expenses?

No. FACHEX is a tuition only benefit and cannot be used for room and board, books, fees, or other expenses.

FAQs for Current Employees of Marquette University (outgoing students)

Are all employees eligible for FACHEX?

Any current employee who is eligible for the [child tuition remission benefit](#) at Marquette University is eligible to apply to have their child considered for a potential FACHEX award at a participating institution. This benefit requires 5 or more years of continuous full-time service at Marquette. If you are uncertain about your employment history or eligibility, please contact the Benefits Office (benefits@marquette.edu).

I have not been employed at Marquette for 5 years yet, but my child is applying for college now. Can I apply for FACHEX anyway?

Most FACHEX institutions only consider incoming first-year students who have the child tuition remission benefit. If you will become eligible for FACHEX benefits after your child has been accepted as a first-year student (whether that would be in the spring semester of the first year or beginning in the second year or later), or if your child has completed the first year of college at a different school, you must contact the Coordinator at the desired participating FACHEX institution at that time to see if it is still possible for your child to apply for FACHEX.

Do I apply for FACHEX if my child wants to come to Marquette University?

If your child intends to apply to only Marquette University and/or non-FACHEX-participating universities, they should NOT apply for FACHEX. Attendance at Marquette University is covered through the child tuition remission benefit.

Can I apply for FACHEX for myself (and/or spouse) to study at a participating university?

No. The FACHEX program (at all participating universities), is only available to the children of currently eligible faculty and staff members. There is no adult exchange program currently offered for the faculty or staff members themselves, or their spouses.

My child wants to take one course at a participating university. Can I apply for FACHEX?

No. FACHEX, if offered, only covers 8 semesters (4 years) of continuous full-time undergraduate study during the traditional fall and spring semesters. It is not available for part time study, summer study, or for individual course remuneration.

Is there a deadline to apply for FACHEX?

Yes. Participating schools have designated **December 1** as the last date most will accept certification of benefit eligibility. For this reason, you should have your FACHEX certification form submitted to the Office of the Provost **before** this deadline to allow time for processing and data entry.

What if I miss this deadline?

The Office of the Provost will process a late [certification request](#), but you should be aware that some schools will not honor a certification that is received after the deadline. It is suggested that you contact the FACHEX coordinator at the receiving school before requesting certification to see if they will still accept it.

If I missed the FACHEX certification deadline, and the school my child wishes to attend will not accept a late certification, is there anything Marquette University can do?

No. Marquette University will not assume responsibility for students/parents who either fail to follow the certification process or fail to meet the established deadlines of the program. You may try to petition the desired school, but Marquette does not play a part in this process beyond submitting the certification.

Is FACHEX an automatic exchange?

No. Each school makes its own determination about how many students it will 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. FACHEX is a competitive process.

What are my child's chances of getting a FACHEX award?

Many of the schools in the program receive 75 or more applications each year for 1 to 5 available spots, meaning that (on average) less than 10% of students receive a FACHEX award. Since FACHEX is normally offered to the most academically competitive student(s) in the pool, it is highly competitive both in terms of space and selectivity. You are welcome to contact the FACHEX coordinator at the desired school(s) to inquire about the number of spots they may have available for the year your child is applying. You should also consider filing a FAFSA and applying for Financial Aid and other scholarships at the desired school(s), since a Financial Aid offer may make it possible to attend that school should FACHEX not be offered. We have seen situations where a financial aid offer was better for the student and family than a FACHEX award would have been. Because FACHEX is so competitive, it is strongly recommended that students apply for any aid that might be available and not rely only on receiving a FACHEX award. And most importantly, do not let the small number of awards dissuade your student from trying. As the adage goes, "you cannot win if you do not play."

Can my child study abroad on FACHEX?

Each school sets their own policies on study abroad, so you should check with the FACHEX coordinator at that school to confirm.

Can my child attend classes during the summer?

The FACHEX award covers only classes taken during the traditional fall and spring semesters. Summer courses are not covered. If a Marquette dependent is attending a participating Jesuit university on a FACHEX award, they may be able to take courses at Marquette during the summer using the tuition remission benefit. This can be confirmed on a case-by-case basis with the Office of Student Financial Aid.

If my child receives FACHEX at a participating school, but needs to take a leave of absence, can they get FACHEX when they return?

This depends on the individual institution, but probably not. As answered in a question above, FACHEX, if offered, covers 4 years (8 semesters) of continuous full-time undergraduate study. You should consult with the FACHEX coordinator at the specific school to discuss their policy, the reasons for the leave of absence, and whether your FACHEX award can be suspended and reinstated. Each school and each case is different, so we really cannot provide an answer that is true across all schools involved.

When will my child be notified if they receive FACHEX?

Most schools notify a student by April 1 however, some schools may notify as early as late February. While initial notifications are typically sent by April 1, some students may receive an award offer only after one of the initial offers is rejected. In those cases, a student may not be notified until May 1.

Example:

Students A, B, and C have all applied to Creighton. Creighton has decided that Student A is their first choice to receive a FACHEX award, and makes an offer on March 25. Student A decides on April 10 to attend Loyola Chicago and rejects Creighton's award offer. Creighton moves to the second choice on their list, Student B, and extends an offer on April 10. Student B finally decides on April 25 to attend Xavier, and rejects the Creighton award. Creighton then moves down the list and offers FACHEX to Student C on April 25.

This example is intended to highlight the fact that most schools notify their initial award recipients by April 1, but those students lower on the list may not be notified until much later.

Also of note is that once the certification of eligibility has been submitted, any communication regarding the FACHEX award will happen directly between the incoming FACHEX coordinator at the school(s) to which the student has applied and the student or student's family. Each participating institution establishes their own policy regarding how/when FACHEX decisions will be communicated, so it is difficult to provide specific information.

Students should not cancel their application or acceptance to any institution if they are interested in remaining FACHEX eligible. If a student is accepted for FACHEX at University A, but is also interested in attending University B, their application to University B must remain active to continue being considered for FACHEX there.

What is the process for accepting or rejecting a FACHEX award?

Each participating university includes the information for accepting or rejecting an award in their notification documents.

Is it possible to receive FACHEX awards from more than one participating university?

Yes. Occasionally one student might receive FACHEX award offers from more than one university. In these situations, it is most helpful to the institutions and to all others in the applicant pool if a decision can be made and the offers accepted or rejected as early as possible. Rejecting the additional FACHEX award makes it available for awarding to another applicant.

Can my child apply for FACHEX as a transfer student or upperclassman?

This depends on the individual institution, but usually not. Most schools only accept FACHEX applications from incoming first-year students. You can check with the FACHEX coordinator at the desired school(s) to see if this is possible before attempting certification of eligibility.

Can my child apply for FACHEX for Graduate School?

No. FACHEX is only available for 4 years of traditional full-time undergraduate study.

FAQs for Employees of Other Jesuit Universities (incoming students)

What are my child's chances of getting FACHEX at Marquette University?

Over the past five years, Marquette has received an average of more than 85 applications and has awarded an average of 7 FACHEX awards. Although the number of awards varies from year to year, this average indicates that less than 10% of applicants will receive FACHEX awards in any given year. Generally, Marquette awards FACHEX to the most academically competitive student(s) in the pool.

How does my child apply for FACHEX at Marquette University?

Students should submit their application to Marquette prior to the December 1 deadline, and list their parent's employer as a participating Jesuit university in the Parent Employer field on the application. Parents should also contact the FACHEX coordinator at their home institution to have their child's eligibility to participate certified. For most universities, the deadline for certification is December 1. Failure to identify a parent's employment at a participating Jesuit institution on the application, and to have that child certified to participate in FACHEX, will result in not being considered for a FACHEX award. There are no exceptions to this policy, and only a home institution can certify their employees' children as FACHEX eligible.

What if I didn't understand the rules of the program, or missed the deadline?

It is the responsibility of the student/parent to research the Admissions and FACHEX policies of the universities to which they are applying, follow those procedures, and adhere to the deadlines.

When will my child be notified if they receive a FACHEX award from Marquette University?

Initial FACHEX award notifications from Marquette are typically made in early March. Admitted eligible students not offered a FACHEX award will be placed on a FACHEX wait list and will continue to be reviewed should additional FACHEX awards become available throughout the spring (for example, if an award is rejected by a student from the initial round of award offers).

Students should not cancel their application or acceptance to Marquette University if they are interested in remaining FACHEX eligible. If a student is accepted for FACHEX at University A, but is also interested in attending Marquette, their application to Marquette must remain active to continue being considered for FACHEX.

How will my child be notified of a FACHEX award from Marquette University?

Marquette University initially notifies students and parents of FACHEX awards by telephone, followed by copies of the award letter and terms & conditions via U.S. Postal Service. The financial aid package on CheckMarq (campus information system for student) will be updated shortly after the award is offered.

If my child receives a FACHEX award, do I have to re-apply every year?

No. If your child receives a FACHEX award, it will be automatically renewed on an annual basis, subject to the following requirements.

Student must:

- remain eligible to return to Marquette University each semester
- maintain continuous, full-time enrollment at Marquette University
- enroll in and complete at least 12 credits each semester

- maintain a minimum 2.0 grade point average each semester
- remain in good academic and disciplinary standing with the university
- meet university Satisfactory Academic Progress standards.

Parent must:

- remain eligible for the benefit at her/his employing institution. FACHEX coordinators handle the eligibility re-certification process annually, with no action required by the parent or student.

Can my child study abroad on FACHEX?

At Marquette University, FACHEX awards may be applied to the tuition for Marquette-approved study abroad programs which are full-term, semester-long programs and are held in either the traditional fall or spring semester. FACHEX awards cannot be used for summer, J-term, or faculty-led study abroad programs. Should a FACHEX recipient choose to participate in any of these programs, or in a study abroad program not approved/sponsored by Marquette, it will not be funded through FACHEX, and there is no guarantee that FACHEX can be reinstated when the student returns (the student would not be maintaining continuous, full-time enrollment at Marquette as noted in the requirements to continue listed above). If your child is interested in study abroad, they should contact the Office of International Education and/or Office of Student Financial Aid to confirm that a specific program is included.

If my child receives FACHEX but needs to take a leave of absence, can they get FACHEX when they return?

Generally, the answer is “no.” But this entirely depends on the reason for the leave of absence and is considered by the Office of the Provost on a case-by-case basis. FACHEX covers 4 years of continuous full-time undergraduate study during the traditional fall and spring semesters. If a recipient decides to interrupt her/his studies at Marquette, the FACHEX coordinator at Marquette should be notified before the end of the last funded semester. Reinstatement under FACHEX will depend on the availability of FACHEX openings at the time of reinstatement, and it is not guaranteed.

At Marquette University, FACHEX students in the College of Engineering may interrupt their continuous enrollment to participate in an approved co-op program. Students who wish to participate in one of these programs and retain FACHEX eligibility must contact the FACHEX coordinator in the Office of the Provost to assure that the proper information has been shared and appropriate approvals granted.

If my child wants to take courses during the summer towards his/her degree, will FACHEX cover that?

No. As explained earlier, FACHEX covers 4 years of continuous full-time undergraduate study during the traditional fall and spring semesters. Students can either identify another source of funding for summer courses at Marquette or should contact their home university to discuss tuition remission options.

Can my child apply for FACHEX for graduate school at Marquette University?

No. FACHEX is only available for 4 years of traditional full-time undergraduate study and does not cover graduate courses or programs.

Should my child apply for Scholarships and Financial Aid?

Definitely! As explained previously, FACHEX awards are competitive and limited in number. For this reason, it is highly recommended that all FACHEX applicants also apply for scholarships and financial aid. Other scholarships and financial aid may make it possible for students to attend Marquette University in the case they do not receive a FACHEX award. Please review the scholarship information and freshman timeline provided by the Office of Undergraduate Admissions at Marquette.edu/explore.

Can my child come for a tour of Marquette University?

Absolutely! A visit to campus provides the best opportunity for a prospective student to get to know Marquette and we encourage campus visits at any time. The [Office of Undergraduate Admissions](#) is the best source of information about Marquette and its programs, for scheduling campus visits, and for application information.