



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

Tuition Benefits Workshop Spring 2024

Human Resources

Welcome

Presentation Overview:

- What are the Tuition Exchange and FACHEX programs?
- Application Process/Tips
- Tuition Remission



What is Tuition Exchange (TE)?

- Tuition Exchange is a competitive scholarship opportunity (**not guaranteed**) for undergraduate studies at participating colleges and universities for **IRS tax dependent children**.
- USF participates along with over 700 other private colleges and universities in TE
- Minimum TE awards for 2025-26 is \$43,000
- A complete list of participating schools may be found at: <https://telo.tuitionexchange.org/search.cfm?>



What is FACHEX?

- Faculty and Administrator Children Exchange Program is a competitive tuition award opportunity (**not guaranteed**) for undergraduate studies at 25 other participating Jesuit colleges and universities for **dependent children**



- FACHEX awards cover 100% of tuition
- Participating FACHEX institutions, please visit <https://telo.tuitionexchange.org/fachexschools.cfm>

Who is Eligible and What Does TE and FACHEX awards cover?

- Tax dependent children of USF full-time faculty and staff are eligible
- Awards provide:
 - Tuition for ***undergraduate*** studies only
 - FACHEX 100%
 - TE is min award or up to 100%
 - Fall and Spring semester classes only
 - Up to 8 semesters as long as the student remains eligible
- Depending on the TE institution, room and board may be included so do your research!

TE and FACHEX Application Process

1. Identify schools

Visit the school's website to learn about the admission and TE/FACHEX application protocol (i.e apply early action) and deadlines.

2. Complete and submit the online TE/FACHEX application 9/1-11/13

<https://telo.tuitionexchange.org/apply.cfm>

Tips:

- ✓ *Some Jesuit university participates in both TE and FACHEX programs, when you submit the application it will apply your dependent under both.*
- ✓ *If applying to USF, DO NOT apply under TE/FACHEX*
- ✓ *July 2024: Student creates account*
- ✓ *Maximum active applications is 10*
- ✓ *Must use parent's USF email address*

TE and FACHEX Application Process

3. Documentation: Send Birth/Adoption Certificate & 2023 IRS tax documentation to tuitionremission@usfca.edu
4. HR reviews TE/FACHEX application for eligibility

Reminders

Reminders:

- *Student needs to apply for admission; **keep track of deadlines***
- *TE/FACHEX schools will contact your child directly regarding next steps and award status*
- *Best source of info is liaison officer and admission counselor*
- *Recertification Process:*

If awarded, continued eligibility is contingent upon the student maintaining any criteria set by the importing institution as well as the employee's continued eligibility as a full-time employee.

How are students selected?

- Both programs are highly competitive and GPA, SAT/ACT as well as extra curricular activities may be key factors
- Each institution decides how many awards it has available
- Students/Parents can [conduct a school search](#) on the TE website or visiting school site



Are transfer students eligible?

You need to ask this question of the schools where the student is considering transferring. Some IMPORT schools have specific policies such as “first-year, first-time students only.”

Should I apply for Financial Aid?

- YES!



Tuition Exchange/FACHEX Terminology

EXPORT – the home/employer school

IMPORT – where the student is seeking a TE scholarship

Export Approved – your employer has shared the TE scholarship application with the schools selected on the application

Export Denied – your employer did not approve the TE scholarship application

Imports Approved – your dependent's TE scholarship application is approved, and if the student enrolls, they will be funded.

Import Denied – the student was not offered a TE scholarship at this school

Import Waitlist – the student may be offered a TE scholarship

Application Deadlines

- USF TE/FACHEX Application form deadline for AY 2025-2026 is:
November 13, 2024
- Starting September 1, submit application online at: www.tuitionexchange.org

What is Tuition Remission?

- Tuition Remission is a waiver of tuition at USF for eligible employees and their eligible dependents who are admitted for enrollment at USF
- Eligibility: 1 year of full time employment before employees* and spouses/RDP's are eligible to use the benefit. No waiting period for dependent children.

*Employees covered under a Collective Bargaining Agreement can refer to their agreement for additional information re: eligibility

- Benefit covers tuition costs only; fees (books, housing, student fees) are the responsibility of the student
- Visit <https://myusf.usfca.edu/human-resources/benefits/tuition-benefits>

Tuition Remission Application Process

- Submit Tuition Remission form electronically during the appropriate filing period.
- Submit supporting documents to HR at tuitionremission@usfca.edu
- Once eligibility is verified, you will receive an email with HR's decision
- TR applications must be submitted for each semester
- TR can not be applied to courses enrolled after census date

Term	Filing Period	Due Date
Intersession/Spring	October 1-15	October 15
Summer	March 1- March 15	March 15
Fall	May 1-15	May 15

Tuition Taxation

Generally UG courses are not considered a taxable benefit by the IRS but graduate courses are.

If employee is the student, they are eligible for the first \$5,250 to be excluded from taxation each calendar year.

This exclusion does not apply to spouse/RDP or dependent children taking graduate courses.

EE is taxed during the semester they are using the benefit.

Tuition Taxation

Taxable amount is determined at census date and employee is taxed over the next 6 pay periods for semi-monthly paid employees or 3 months for monthly.

Example:

EE Tuition Cost for Semester: 12,920

IRS Exclusion: -5250

Taxable Balance: 7,670

SM Paid: $7,670/6$ pay periods = 1,278.33 added to applicable gross so taxes

(Fed, State, FICA etc) is calculated on that increased amount.

Approx Net reduction $(1,278.33 * 37.05\%) = \$473.62$

Contact Information

1. TE/FACHEX/Tuition Remission
tuitionremission@usfca.edu
2. Tuition Exchange website:
tuitionexchange.org
Click on Families

Questions

Thank you for you time!

