



UNIVERSITY OF SAN FRANCISCO  
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# Tuition Benefits Workshop Fall 2023

Human Resources

# Welcome

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## Presentation Overview:

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



# What is Tuition Exchange (TE)?

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- Tuition Exchange is a competitive scholarship opportunity (**not guaranteed**) for undergraduate studies at participating colleges and universities for **dependent children**.
- USF participates along with over 700 other private colleges and universities in TE
- Minimum TE awards for 2024-25 is \$42,000
- A complete list of participating schools may be found at:  
<https://telo.tuitionexchange.org/search.cfm?>



# What is FACHEX?

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- 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?

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- 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

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## 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 dependent under both.*
- ✓ *If applying to USF, DO NOT apply under TE/FACHEX*

# TE and FACHEX Application Process

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3. Documentation: Send Birth/Adoption Certificate & 2022 IRS tax documentation to [tuitionremission@usfca.edu](mailto:tuitionremission@usfca.edu)
4. HR reviews TE/FACHEX application for eligibility

# Reminders

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## 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?

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- 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?

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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?

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- YES!
- Many schools require FASFA- Check with school on requirements/deadlines
- IMPORTANT school may have its own guidelines regarding applying for federal and state grants
- Financial Aid assistance is an important back-up



# Tuition Exchange/FACHEX Terminology

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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

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- USF TE/FACHEX Application form deadline for AY 2024-2025 is:  
**November 13, 2023**
- Starting September 1, submit application online at: [www.tuitionexchange.org](http://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

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- Submit Tuition Remission form electronically during the appropriate filing period.
- Submit supporting documents to HR at [tuitionremission@usfca.edu](mailto: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
Interession/Spring	October 1-15	October 15
Summer	March 1- March 15	March 15
Fall	May 1-15	May 15

# Tuition Taxation

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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

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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

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

# Questions

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**Thank you for you time!**

