



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

Tuition Benefits Workshop Spring 2025

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 tuition award 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://tuitionexchange.org/school-list/>



What is FACHEX?

- Faculty, Administrator and Staff 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
- Click here for participating [FACHEX](#) institutions

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. Student identifies schools

Review information for deadline information may be earlier than USF

2. Student creates an account on [TE Site](#)

Use email that is professional and not their high school email

Once account is created the student can log in to complete the TE EZ-Application

- ✓ *Some Jesuit university participates in both TE and FACHEX programs, when student selects school they will be considered under both programs. There is not a separate application.*
- ✓ *If applying to USF, DO NOT apply under TE/FACHEX*
- ✓ *Maximum active applications is 20*
- ✓ *Must use parent's USF email address on TE EZ-Application*

TE and FACHEX Application Process

3. Documentation: Send Birth/Adoption Certificate & 2024 IRS tax documentation to tuitionremission@usfca.edu
4. HR reviews TE/FACHEX application for eligibility and updates application. Once approved, the schools are notified of the students eligibility.
5. Student can see update on their account

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!



Important Questions to Ask If Offered an Award

Student can ask

- What is the scholarship amount
- Can I receive additional institutional scholarship
- What are the scholarship renewal requirements (i.e. GPA)
- Are there on-campus housing requirement
- How many semesters/quarters are covered
- Does the award cover study abroad
- Is there a limit on number of units that can be taken in a term?

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 2026-2027 is:

December 1, 2025

- [TE Family Webinars](#)

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
Interession/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: 1660 per unit and registered for 8 units

EE Tuition Cost for Semester: 13,280

IRS Exclusion: -5250

Taxable Balance: 8,030

SM Paid: $8,030 / 6$ pay periods = 1,338.33 added to applicable gross so taxes

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

Approx Net reduction $(1,338.33 * 37.15\%) = \$497.19$

Contact Information

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

Questions

Thank you for you time!

