



Tuition Exchange and FACHEX FAQ

1. What are Tuition Exchange and FACHEX (Faculty and Staff Children Exchange Program)?

[Tuition Exchange \(TE\)](#) is a competitive tuition scholarship program with over 700 private colleges and universities as members. A TE scholarship provides tuition assistance to dependent children for undergraduate studies in an amount equal to or, at the discretion of the host institution, greater than the annual minimum set by the TE organization.

The minimum TE award for 2025/26 is \$43,000.

[FACHEX](#) is a competitive tuition scholarship program involving most US Jesuit colleges and universities. It offers full tuition assistance for dependent children pursuing undergraduate studies

2. Who is eligible for TE and FACHEX?

IRS tax-dependent children of USF full-time faculty, librarians, and staff may apply for a TE/FACHEX scholarship for undergraduate studies only.

3. How long are the awards for?

A TE or FACHEX scholarship can be utilized for a maximum of eight semesters, or an equivalent duration for institutions operating on the quarter system for undergraduate studies, provided both the student and the employee maintain eligibility.

4. What does a TE or FACHEX award cover?

TE scholarships cover the cost of tuition for full-time undergraduate studies during the fall and spring semesters only for at least at the minimum rate established by the TE organization. Some participating institutions may provide for other expenses such as room and board, and study abroad programs may or may not be covered. For more information, please contact the TE coordinator at the school your child is interested in attending or visit the [TE website](#) for additional information.

FACHEX scholarships cover the cost of tuition for undergraduate studies during fall and spring semesters only. They do not cover room and board. Study abroad programs may or may not be covered. For more information, please contact the [FACHEX coordinator](#) at the school your child is interested in attending.

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5. What are the criteria to receive a TE or FACHEX scholarship?

These scholarship opportunities are highly competitive and are not guaranteed. Each import school (the school where your child applies) has its own criteria for granting a scholarship.

To be considered for a scholarship, your child must be accepted for admission at the import institution. Schools may look at academic records, Admission College Board exams, date of admission, or other criteria. Please check with the TE or FACHEX coordinator at the import school for deadlines, requirements, and questions.

6. How can I find out more about how TE or FACHEX is awarded?

Visit [Conducting a School Search](#) and view each school's website to gather more information about the scholarship process.

APPLICATION PROCESS

What are the deadlines for applying for TE and FACHEX?

Eligible dependents should create an account and must submit the TE EZ-Application during USF's filing period (September 1 – November 13). Important: After November 13, USF will not show on the drop down and a TE EZ-Application cannot be submitted.

Please note that November 13 is USF's deadline for certifying your eligibility; the school that your child is applying to may have earlier submission deadlines for consideration of a TE/FACHEX scholarship. Please keep track of deadlines.

How does my child apply for TE/FACHEX?

1. Review helpful information [here](#).
2. The student applying for consideration for a Tuition Exchange or FACHEX Scholarship must first [create an account](#).
3. After creating an account the student will log in to complete the [TE EZ-application](#).
4. Submit required [documentation](#) to tuitionremission@usfca.edu.

Is there a limit on the number of schools my child can submit applications for?

Your child can add/delete schools but the maximum number of active schools at any one time is ten (10). If your child is no longer considering a school originally listed on

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the application, they should return to the application and remove that school from the school list. This will notify the school that they have withdrawn their TE EZ- Application.

What supporting documentation do I need to provide to USF?

Submit a copy of the latest tax return showing that your child is your IRS tax dependent and a copy of the birth certificate or adoption papers or court documentation certifying custody if not already on file to tuitionremission@usfca.edu. If awarded a TE/FACHEX award, tax return documentation is required annually for the recertification process.

How are participating schools notified of my child's TE and FACHEX eligibility?

Once the online form is submitted via the TE site and documentation certifying dependent status has been received by our office, HR will certify your eligibility and the importing school will receive the approved application.

Do I need to submit two forms for a school that participates in both TE and FACHEX (i.e. Santa Clara University)?

No. You will only need to select the school once

Will I receive acknowledgment of my child's application for a TE or FACHEX?

Your child can check the status of their TE/FACHEX application(s) on their account. The host school may send additional information to your child including information on when award decisions may be made.

What if my child already attends a FACHEX or TE school but does not have an award?

Please check with the FACHEX and/or TE Liaison Officer at the school your child is attending for eligibility for an award as a current student or review information on the TE website. If eligible, please file an online application during USF's filing period for the next academic year.

Should I still apply for financial aid?

Yes, it is advisable to apply for financial aid as well. The TE and FACHEX programs are highly competitive, and an award is not guaranteed. Please check with the institutions you are applying to for further information regarding financial aid requirements and deadlines.



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Are there other resources my child or I can review regarding the application process?

Learn step by step about how to create a student account on the TE portal and the TE EZ-Application Process by listening to the [TE podcast](#).

Additional Information

- The tuition remission benefit is used when attending USF. If you are eligible for the tuition remission benefit and your child will attend USF, you will submit a new tuition remission application during each of the filing periods that your child is attending USF.

For more information about the benefit, filing, and documentation requirements, visit [Tuition Benefits](#).

- If your child is using a TE/FACHEX award, you must maintain your eligibility for the TE/FACHEX benefit at the University of San Francisco.
- If you terminate your employment or lose eligibility due to a status change, the participating institution will terminate the student's TE or FACHEX award at the end of that semester. Please notify the participating institution if you are no longer eligible.
- Please email tuitionremission@usfca.edu if your child has been awarded and accepted a TE or FACHEX award.

For questions, please contact tuitionremission@usfca.edu.