

- FACHEX Scholarship Funds -

WHAT IS FACHEX - FACHEX is an acronym that stands for: Faculty and Staff Children Exchange Program. It is an undergraduate tuition scholarship program available to the children of full-time faculty, administration, and staff of participating institutions. It allows children who are eligible for tuition remission at their home institution (parent's employer) to be considered for tuition scholarship funds from one of the other participating Jesuit colleges. It is not a guaranteed benefit since Regis University does not control the selection/awarding process at the other participating Jesuit colleges and universities and Regis University does not have sufficient funds to award every student who applies to attend here with FACHEX.

WHERE IS FACHEX AVAILABLE - The following 27 Jesuit colleges and universities are currently members of the program: Boston College, Canisius College, College of Holy Cross, Creighton University, Fairfield University, Fordham University, Gonzaga University, John Carroll University, Le Moyne College, Loyola Marymount University, Loyola University Chicago, Loyola University Maryland, Loyola University New Orleans, Marquette University, Regis University, Rockhurst University, Saint Joseph's University, Saint Louis University, Saint Peter's University, Santa Clara University, Seattle University, Spring Hill College, University of Detroit Mercy, University of San Francisco, University of Scranton, Wheeling Jesuit University, Xavier University.

HOW DOES IT WORK – OUTGOING - *If the student hopes to attend another college which is not Regis University* - Employees must complete the Employee Tuition Benefit (ETB) form in the Department of Human Resources for their dependent child. The ETB form should be submitted to the Department of Human Resources no earlier than the summer before the dependent child's senior year of high school. Participating institutions will not hold a FACHEX certification for a child as a sophomore or junior in high school. The FACHEX coordinator will certify a dependent child during their senior year in high school. Along with the ETB form, employees need to include a list of the schools their dependent is applying to for admission. The benefits coordinator in the Department of Human Resources will verify the employee's eligibility and contact the FACHEX coordinator directly with a copy of the ETB form along with a list of the institutions.

The FACHEX scholarship will typically cover the cost of tuition at each participating institution. Employees and their dependents are responsible for any other fees, room and board, personal costs, etc. Employees and their dependents are also responsible for understanding other financial aid options at the institutions they are applying to and how other forms of aid may affect or be affected by a FACHEX scholarship, if awarded.

Step by step procedures:

- 1) Employees must submit the ETB form to the Department of Human Resources indicating their dependent is interested in FACHEX.
- 2) Employees must also submit a list of FACHEX participating institutions their dependent is applying to for admission.
- 3) The benefits coordinator in the Department of Human Resources will notify the FACHEX coordinator in the Office of Financial Aid.
- 4) The FACHEX coordinator may contact the employee for additional information, if necessary.
- 5) The FACHEX coordinator will send each listed institution a certification letter stating the dependent is eligible to participate in the FACHEX program.
- 6) The dependent will need to complete their admission's application with each institution.
- 7) The individual FACHEX coordinators at these institutions will typically contact the dependent indicating they have received the certification letter and detailing any additional steps needed as well as a timeline for their awarding process.
 - a. The FACHEX coordinators may or may not contact the dependent until they are formally admitted through the admission's process.
 - b. Similarly, students who are not admitted are not eligible to receive the FACHEX scholarship.
- 8) If the dependent does not hear from a FACHEX coordinator, it is their responsibility to reach out to that institution with any questions or concerns.

- 9) If a dependent is offered a FACHEX scholarship at one of his/her chosen institutions and accepts that scholarship offer, the employee should notify the FACHEX coordinator at Regis University.
- 10) The dependent is responsible for following any additional steps outlined at that institution as well as continue to meet that institution's criteria to receive the FACHEX scholarship each semester.
 - a. If the student does not meet the criteria outlined by their selected institution, the scholarship may not be awarded and/or renewed.
- 11) In order to maintain the FACHEX award for their dependent, the employee must continue to meet eligibility requirements at Regis University. The FACHEX coordinator at Regis University will confirm continued eligibility each year. However, FACHEX recipients are required to notify the FACHEX coordinator at their chosen institution if their eligibility changes. In most cases, any falsification or omission will result in the immediate dismissal from that institution and will require that all-relevant costs, including tuition and fees, be repaid in full.

HOW DOES IT WORK – INCOMING - *If the student hopes to attend Regis University -*

Procedures for attending Regis University under FACHEX:

- A) Employees must request from their host institution's FACHEX coordinator a certification letter to indicate to the FACHEX coordinator at Regis University that the dependent is eligible and wishes to apply for the FACHEX award at Regis University.
- B) Apply early for admission to Regis University. A prospective student will not be considered for the FACHEX award unless he/she is accepted for admission to Regis University.
 - a. FACHEX is awarded on a competitive basis. Regis University reviews a student's merit from their admission's application as well as their date of admission to Regis University when selecting recipients.
 - b. FACHEX certification does NOT qualify a student for admission, nor does a student's offer of admission mean an automatic offer of a FACHEX award.
 - c. For consideration of a FACHEX benefit for fall, the student must be admitted to Regis University by February 1st.
 - d. FACHEX awards are not available to transfer students.

Conditions:

- 1) Employees of the participating Jesuit colleges and universities are expected to be eligible to receive the FACHEX award prior to their dependent's first semester of enrollment.
- 2) The FACHEX award is not automatically granted.
- 3) FACHEX recipients must be enrolled as a traditional, undergraduate Regis College student.
- 4) All FACHEX recipients must be degree seeking and are required to meet all satisfactory academic progress standards, including maintaining a cumulative GPA of 2.0 or higher. Students who do not meet these standards will not have their FACHEX awards renewed.
- 5) There is a \$50 per credit hour administration fee assessed each semester for all FACHEX recipients. The administration fee is subject to change annually.
- 6) FACHEX recipients must be enrolled full-time (a minimum of 12 credit hours per semester) to qualify. FACHEX award does not cover part-time, summer school or graduate-level courses.
- 7) The FACHEX award is available for up to 8 full-time semesters. If a recipient decides to interrupt their studies at Regis University for a semester or longer, they must appeal in writing to have their FACHEX award reinstated. Any reinstatement will also require that the employee at the participating Jesuit college or university still be eligible for the FACHEX award. If a student transfers from Regis University to attend another institution, they will no longer qualify for the FACHEX award should they decide to return to Regis as a transfer student.
- 8) The FACHEX award does not cover other costs such as room and board, books, fees, etc. Students should file a FAFSA (Free Application for Federal Student Aid) if they wish to receive additional federal financial aid funding.
- 9) FACHEX awards cannot be used for study abroad.
- 10) Although Regis University is not required to extend new FACHEX award offers, we strive to offer 1-2 new FACHEX awards each year. We will notify recipients no sooner than February 15th for the upcoming year.

- 11) Students who are offered a FACHEX award must pay their enrollment deposit to the Admission's Office by May 1st and must notify the FACHEX coordinator in writing of their acceptance of the FACHEX award.
- 12) Regis University caps all institutional awards at the cost of tuition for the year. Therefore, if a student is offered a FACHEX award, that award will replace other merit-based and gift share dollars previously offered. If a FACHEX award is extended, students are responsible for understanding the award and their resulting award letter. Questions should be directed to the FACHEX coordinator and/or the Office of Financial Aid at Regis University.
- 13) In order to maintain the FACHEX award, the student's parent/guardian must continue their eligibility at their host institution. The FACHEX coordinator at Regis University will confirm continued eligibility each year. However, FACHEX recipients are required to notify the FACHEX coordinator at Regis University if their eligibility changes. Any falsification or omission will result in the immediate dismissal from Regis University and will require that all-relevant costs, including tuition and fees, be repaid in full.

Contact Information:

Patrick Riehle
Financial Aid Scholarship Counselor/FACHEX Coordinator
Regis University
Office of Financial Aid
3333 Regis Blvd A-8
Denver, CO, 80221
303-964-5460
Fax: 303-964-5449
priehle@regis.edu