



I. Purpose and Scope

The following policy governs the awarding of FACHEX waiver funds to students who are eligible dependents of employees at other Jesuit colleges and universities throughout the country. It also addresses the certification of FACHEX-eligible children of Gonzaga University employees. This policy applies to all students involved in the FACHEX program at Gonzaga University.

II. Definition of FACHEX

FACHEX (Faculty Children Exchange program) is a tuition exchange program for undergraduate dependent students of eligible faculty/staff at Gonzaga University and other participating Jesuit colleges and universities (see list available in Financial Aid Office). It provides a full tuition waiver (excluding fees) to students who are eligible for full tuition waivers at the participating schools by which the parent is employed. FACHEX applies only to on-campus programs and will not be applied toward any study-abroad program.

III. Number of FACHEX awards given

Each year, Gonzaga University may accept three (3) more students from other participating universities than we send out. For example, nine (9) students of eligible Gonzaga parents are using FACHEX benefits at other schools. In this scenario we would be required to have 12 students from other schools using FACHEX at Gonzaga if that many students were both eligible and admitted. Gonzaga reserves the right to award more FACHEX awards than is required by the national FACHEX agreement.

IV. Eligibility of award recipients

- A. Students interested in receiving a FACHEX award from Gonzaga University must apply by November 15 of the year prior to anticipated enrollment. In addition, the student must file his or her FAFSA by the February 1 priority deadline.
- B. Gonzaga must receive certification of eligibility from the home school no later than February 1.

V. Choosing award recipients

- A. The initial incoming waiting list for FACHEX will be determined each year on or around April 1. All incoming students who have been accepted, filed their FAFSA by the priority deadline and have been certified as eligible for FACHEX by the sending institution will be placed on the list. The list will be ranked and awards given in order of acceptance date, beginning with the earliest acceptance date. (This places a student who was accepted the year before but did not receive FACHEX first on the list). Academic performance may also be considered when determining FACHEX award offers.
- B. The number of outgoing FACHEX students will be determined by collecting information from parents and students who are interested in using FACHEX or are already out on FACHEX. This figure will be used in conjunction with the number of students already attending Gonzaga on FACHEX to determine the number of openings for the upcoming year.
- C. All FACHEX award recipients will be contacted by mail and asked to respond within three weeks. Failure to respond may result in that FACHEX place being awarded to the next person down on the list. Once it is determined that no more FACHEX openings are available, students still admitted and waiting to hear from Gonzaga will be notified by mail of the lack of openings.

VI. Other scholarships and aid

Gonzaga University funding of any type will not be given above and beyond the total cost of tuition.

- A. Any FACHEX recipient who receives a Gonzaga merit-based scholarship may still receive the merit-based scholarship, but the amount of the scholarship will be deducted from the total amount of the FACHEX award.
- B. Any outside scholarship, governmental or outside grant, or loan will not take away from the FACHEX award unless required by the Higher Education Act (if so much outside scholarship is received that FACHEX puts the student over cost of attendance then there would have to be a reduction). Generally, outside scholarships will just be added on top of the FACHEX award as additional financial aid.

VII. Waiver continuation

The FACHEX waiver remains in place until the end of the fourth consecutive year (third consecutive year for transfer students) as long as the student maintains continuous full-time enrollment and Satisfactory Academic Progress as defined by the Gonzaga University catalog. Students are no longer eligible for the waiver once their first degree is completed. It is not for summer terms or a fifth year except by an approved special appeal. The student does not need to re-apply for FACHEX each year; however, the student does need to remain eligible with the parent continuing to work at the certifying Jesuit college or university.

VIII. Outgoing students

Employees at Gonzaga University who are interested in utilizing the FACHEX waiver must complete a FACHEX Eligibility and Information Form, preferably during the spring semester of their child's junior year in high school. The Gonzaga Benefits Office will then certify eligibility. To be eligible for FACHEX at another institution, the child must be eligible for a full-tuition waiver at Gonzaga University as the dependent of a Gonzaga employee.

The Financial Aid Office at Gonzaga University will send letters to the schools requested by the student on the FACHEX Eligibility and Information Form. This letter will serve as certification for the receiving school and will also request admission and FACHEX information to be sent to the student. After eligibility has been certified it is the student and parent's responsibility to continue communication with the receiving school to determine if a FACHEX award will be available.

VIII Tracking

A record of all incoming and outgoing FACHEX students and copies of all correspondence will be maintained by the FACHEX coordinator for record-keeping purposes.