



# MARQUETTE UNIVERSITY

## FACHEX Program Guidelines at Marquette University

Marquette University is a participant in the Faculty Children Exchange (FACHEX) Program which is sponsored by twenty-seven Jesuit colleges and universities. Through this program, dependent sons and daughters of faculty, administrators and staff eligible for tuition remission at their Jesuit institution *may* be granted tuition remission at another participating institution. The information outlined below is pertinent to a student as he/ she enters the senior year of high school.

### Procedures for FACHEX Consideration and Enrollment at Marquette University:

1. Obtain and complete FACHEX certification from your institution's liaison officer. Submit this certification letter to Connie Bennett, Marquette University Admissions Office, PO Box 1881, Milwaukee WI 53201-1881 or [connie.bennett@marquette.edu](mailto:connie.bennett@marquette.edu). This letter should be submitted by December 15 of the student's senior year.
2. Apply for admission to Marquette. To ensure priority consideration for FACHEX, a completed application for admission must be received by the Office of Undergraduate Admissions by our freshman application deadline of December 15 of the senior year. Apply online at [www.marquette.edu/explore](http://www.marquette.edu/explore). A completed freshman application consists of an application, official high school transcripts and ACT and/ or SAT test scores. Pooled (competitive) admission review begins in early December with admissions notification mailed in mid/ late January. .
3. File the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of the senior year. Submit the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). We recommend online submission of the FAFSA by early February.
4. FACHEX Review and Notification: A student must be admitted to Marquette University in order to be considered for a FACHEX award. FACHEX awards are competitive and merit-based. Decisions for these awards are based entirely on the credentials included in the student's admission application to Marquette University. FACHEX award notifications are typically made in March of the senior year.
5. Submit Tuition & Housing Deposit. If the student plans to enroll at Marquette, the non-refundable \$400 tuition and housing deposit must be submitted by the May 1 (postmark) deposit deadline. If a deposit is submitted and the student later receives a FACHEX award, the tuition deposit will be credited toward Marquette student fees.
6. Accept or Decline FACHEX award. Please notify Marquette as soon as possible of the decision to accept or decline the FACHEX award. A decision is required by May 1 of the student's senior year.

### Conditions:

FACHEX tuition remission is not automatically granted to eligible sons and daughters of employees of participating Jesuit institutions. In accordance with the national FACHEX guidelines, Marquette University is obligated to accept no more than three students on FACHEX over the number it sends out on FACHEX.

Sometimes an award becomes available in late summer when the son or daughter of a Marquette employee accepts a FACHEX award at another participating institution. If an award were to become available in late summer, all active (deposit paid) certified students for the fall class would be considered for the award.

Marquette University gives preference for FACHEX awards to new freshman applicants. In the event that students currently attending Marquette University become eligible for the FACHEX program during the course of their enrollment, Marquette University reserves the right to place these students on a waiting list.

FACHEX recipients must remain eligible to return to Marquette each year and must enroll in and complete at least 12 credits each semester. Recipients must maintain a minimum 2.0 grade point average. The eligible employee for the FACHEX award must also remain eligible for the benefit at the employing institution.

Students may enroll in any of Marquette's undergraduate colleges or schools. FACHEX award recipients are expected to complete their undergraduate degrees in four years and are not ordinarily eligible for tuition remission for longer than four years. FACHEX awards do not apply toward summer studies. Further, they may not apply toward some study abroad programs held off the Marquette University campus. Please consult with the Office of International Education and the Office of Student Financial Aid for information on eligible study abroad programs. For students who interrupt their studies at Marquette by taking a year off or attending another school for a year or more, reinstatement of the award will depend on the number of openings at the time of return to Marquette.

5/2008