

2. For Current Employees of Marquette University (outgoing students)

NOTE: At this time, Marquette does not use Tuition Exchange's Online EZ-Application.

Are all employees eligible for FACHEX and TEP?

Any current employee who is eligible for the [child tuition remission benefit](#) at Marquette University is eligible to apply to have their child considered for a potential FACHEX or TEP award at a participating institution. This benefit requires 5 or more years of continuous full-time regular service at Marquette. If you are uncertain about your employment history or eligibility, please contact the Benefits Office (benefits@marquette.edu).

I have not yet been employed at Marquette for 5 years, but my child is applying for college now. Can I apply for FACHEX or TEP anyway?

Most FACHEX or TEP institutions only consider incoming first-year students who are eligible for the child tuition remission benefit on the first day of the first semester of attendance. If you will become eligible for tuition remission benefits after your child has been accepted as a first-year student (whether that would be in the spring semester of the first year or beginning in the second year or later), or if your child has completed the first year of college at a different school, you must contact the FACHEX/TEP Coordinator at the desired participating institution at that time to see if it is still possible for your child to apply for FACHEX or TEP.

Do I apply for FACHEX or TEP if my child wants to come to Marquette University?

If your child that is a Marquette employee dependent intends to apply only to Marquette University and/or non-FACHEX/TEP-participating universities, they should NOT apply for FACHEX or TEP. Attendance at Marquette University is covered through the child tuition remission benefit.

Can I apply for FACHEX or TEP for myself (and/or spouse) to study at a participating university?

No. The FACHEX and TEP programs (at all participating universities), are only available to the children of currently eligible faculty and staff members. There is no adult exchange program currently offered for the faculty or staff members themselves, or their spouses.

My child wants to take one course at a participating university. Can I apply for FACHEX or TEP?

No. If offered, FACHEX or TEP covers 8 semesters (4 years) of continuous full-time undergraduate study during the traditional fall and spring semesters. The awards are not available for part time study, summer study, or for individual course remuneration.

Is there a deadline to apply for FACHEX or TEP?

Yes. Participating schools have designated **December 1** as the last date most will accept certification of benefit eligibility. For this reason, you should have your FACHEX and/or TEP certification form submitted to the Office of the Provost **before** this deadline to allow time for processing and data entry.

What if I miss this deadline?

The Office of the Provost will process a late certification request, but you should be aware that some schools will not honor a certification that is received after the deadline. It is suggested that you contact the FACHEX/TEP coordinator at the receiving school before requesting certification to see if they will still accept it.

If I missed the FACHEX/TEP certification deadline, and the school my child wishes to attend will not accept a late certification, is there anything Marquette University can do?

No. Marquette University will not assume responsibility for students/parents who either fail to follow the certification process or fail to meet the established deadlines of the program. You may try to petition the desired school, but Marquette does not play a part in this process beyond submitting the certification.

Is FACHEX or TEP an automatic exchange?

No. Each school makes its own determination about how many students it will extend FACHEX or TEP awards to, and there is no guarantee to any employee that their child will be able to utilize the benefit at the school of their choice. FACHEX and TEP are competitive processes.

What are my child's chances of getting a FACHEX award?

Many of the schools in the program receive 75 or more applications each year for 1 to 5 available spots, meaning that (on average) less than 10% of students receive a FACHEX award. Since FACHEX is normally offered to the most academically competitive student(s) in the pool, it is highly competitive both in terms of space and selectivity. You are welcome to contact the FACHEX coordinator at the desired school(s) to inquire about the number of spots they may have available for the year your child is applying. You should also consider filing a FAFSA and applying for Financial Aid and other scholarships at the desired school(s), since a Financial Aid offer may make it possible to attend that school should FACHEX not be offered. We have seen situations where a financial aid offer was better for the student and family than a FACHEX award would have been. Because FACHEX is so competitive, it is strongly recommended that students apply for any aid that might be available and not rely only on receiving a FACHEX award. And most importantly, do not let the small number of awards dissuade your student from trying. As the adage goes, "you cannot win if you do not play."

What are my child's chances of getting a TEP award?

Many of the schools in the program receive more applications each year than there are awards available. Since TEP is normally offered to the most academically competitive student(s) in the pool, it is highly competitive both in terms of space and selectivity. You are welcome to contact the TEP coordinator at the desired school(s) to inquire about the number of spots they may have available for the year your child is applying. Because TEP is an exchange program, schools are required to balance the number of inbound students with outbound students, and those numbers change from year to year. You should also file the FAFSA (most schools require this) and apply for Financial Aid and other scholarships at the desired school(s), since a Financial Aid offer may make it possible to attend that school should TEP not be offered. Because TEP is so competitive, it is strongly recommended that students apply for any aid that might be available and not rely only on receiving a TEP award. And most importantly, do not let the small number of awards dissuade your student from trying. As the adage goes, "you cannot win if you do not play."

Can my child study abroad on FACHEX or TEP?

Each school sets their own policies on study abroad, so you should check with the FACHEX/TEP coordinator at that school to confirm.

Can my child attend classes during the summer?

FACHEX or TEP awards cover only classes taken during the traditional fall and spring semesters. Summer courses are not covered. If a Marquette dependent is attending a participating university on a FACHEX or TEP award, they may be able to take courses at Marquette during the summer using the tuition remission benefit. This can be confirmed on a case-by-case basis with the Office of Student Financial Aid.

If my child receives FACHEX or TEP at a participating school, but needs to take a leave of absence, can they get FACHEX or TEP when they return?

This depends on the individual institution, but probably not. As answered in a question above, FACHEX or TEP, if offered, covers 4 years (8 semesters) of continuous full-time undergraduate study. You should consult with the FACHEX/TEP coordinator at the specific school to discuss their policy, the reasons for the leave of absence, and whether your award can be suspended and reinstated. Each school and each case is different, so we really cannot provide an answer that is true across all schools involved.

When will my child be notified if they receive FACHEX or TEP?

Most schools notify a student by April 1 however, some schools may notify as early as late February. While initial notifications are typically sent by April 1, some students may receive an award offer only after one of that school's initial offers is rejected. In those cases, a student may not be notified until May 1.

Once the certification of eligibility has been submitted, any communication regarding the FACHEX or TEP award will happen directly between the incoming FACHEX/TEP coordinator at the school(s) to which the student has applied and the student. Each participating institution establishes their own policy regarding how/when FACHEX/TEP decisions will be communicated, so it is difficult to provide specific information.

Students should not cancel their application or acceptance to any institution if they are interested in remaining FACHEX or TEP eligible. If a student is accepted for FACHEX or TEP at University A, but is also interested in attending University B, their application to University B must remain active to continue being considered for FACHEX or TEP there.

What is the process for accepting or rejecting a FACHEX or TEP award?

Each participating university includes the information for accepting or rejecting an award in their notification documents.

Are there any fees charged to Marquette University employees relative to accepting FACHEX or TEP awards?

FACHEX awards do not have any associated fees charged by Marquette University. Some institutions charge fees to imported students. Information regarding those fees should be included in a FACHEX award offer letter.

Requests for certification of eligibility to TEP schools should be accompanied by payment of a certification fee. The rate for those fees is included in the Request for Certification form. When a Marquette dependent accepts a TEP award, there is a \$40 annual fee charged. The first of these will be payable to Marquette University (Office of the Provost) at the beginning of the first fall semester when it is confirmed that the student has enrolled. In subsequent years, the fee will be payable to Marquette at the time recertification of eligibility is processed (usually in the late spring or early summer).

Is it possible to receive FACHEX or TEP awards from more than one participating university?

Yes. Occasionally one student might receive FACHEX or TEP award offers from more than one university. In these situations, it is most helpful to the institutions and to all others in the applicant pool if a decision can be made and the offers accepted or rejected as early as possible. Rejecting the additional FACHEX or TEP award makes it available for awarding to another applicant.

Is it possible to receive BOTH FACHEX and TEP awards from the same university?

No. For those institutions participating in both programs, an award would be offered in one or the other program, but not in both.

Can my child apply for FACHEX or TEP as a transfer student or upperclassman?

This depends on the individual institution, but usually not. Most schools only accept FACHEX or TEP applications from incoming first-year students. You can check with the FACHEX/TEP coordinator at the desired school(s) to see if this is possible before attempting certification of eligibility.

Can my child apply for FACHEX or TEP for Graduate School?

No. FACHEX or TEP is only available for 4 years of traditional full-time undergraduate study.