

LOYOLA UNIVERSITY CHICAGO

# FACHEX AND TUITION EXCHANGE



## FACHEX

- Established by Association of Jesuit Colleges and Universities (AJCU) in 1971
- FACHEX is an acronym for Faculty and Staff Children Exchange.
- Twenty-six Jesuit universities participate in the FACHEX program (Georgetown University is the only AJCU school not participating).

# TUITION EXCHANGE PROGRAM (TEP)

- Starting Fall 2023
- TEP is a reciprocal scholarship opportunity for the dependents of eligible faculty and staff at all Tuition Exchange member schools.
- Membership currently includes more than 670 institutions, ranging in size from 250 to 50,000 students and representing 47 U.S. states, the District of Columbia, and several other countries.

## **ELIGIBILITY FOR LOYOLA FACULTY AND STAFF DEPENDENTS**

- All LUC employees must have completed at least one year of continuous full-time employment to be considered eligible to apply for FACHEX/TEP at other participating institutions.

# APPLICATION PROCESS OVERVIEW

- The following slides will help guide your student through the account creation and application process.
- The account and application are for BOTH FACHEX and TE. The student does not need to create one for each program.
- The TE EZ-Application is for scholarship consideration at outside institutions.
- **The deadline to submit the TEP EZ-Application is December 1, 2025**

*If your student is interested in attending Loyola Chicago and you are interested in utilizing our internal tuition benefit program, this is NOT that process. Please visit our HR website for steps needed to receive the tuition benefit at Loyola University Chicago: [Tuition Benefit | Human Resources: Loyola University Chicago](#)*

# APPLICATION PROCESS: STEP 1



Create your Tuition Exchange applicant account

First Name  Middle Initial

Last Name

Email Address

Password

Confirm Password

By checking the box, you agree to allow the Export (employer) and Import (attending) school to share your Tuition Exchange application information with the parent listed on your Tuition Exchange application.

For additional information about the Family Education Rights and Privacy Act (FERPA), contact the Registrar at the school you are attending or [click here](#).

CREATE ACCOUNT

Already registered? [Sign in](#) to your account.

- Create a TE account at [Tuition Exchange](#)
- The TE Account is all about **the student**. Do NOT create an account as the employee
- The student should have an email account besides their high school email address

# APPLICATION PROCESS: STEP 2

- Have the student log in to their account to complete the EZ-Application:

[Tuition Exchange](#)



**SIGN IN**

[Create Account](#)

[Forgot password?](#)

# EZ-APPLICATION

## EZ Application

The TE EZ-Application is for a first-time TE applicant or a student planning to transfer to a new TE school only. **Returning TE scholars do not need to re-submit a TE EZ-Application on an annual basis unless they are planning to transfer to a new school.** Your best resource for information on your application or the process is the Tuition Exchange Liaison Officer at the college/university where your parent is employed and your Admission Counselor at the colleges you are applying to.

Application Year\*

Select the 2026-2027 aid year

### Student Information

The following questions are related to the student applying for TE scholarship consideration. The information supplied must be about the student, not the eligible employee. All information marked with an asterisk \* is required.

Country\*

The United States

Complete all fields with the student's information

Address 1\*

Address 2

City\*

State\*

ZIP\*

ZIP+4

Phone\*

Birthdate

Month\*

MM

Day\*

DD

Year\*

YYYY

### Employee Information

Complete all fields with the employee's information

Please provide eligible school employee (parent's) information. If you do not see your parent's employer listed or it is grayed out, please have your parent contact the Tuition Exchange Liaison Officer (TELO) at their institution ([click here](#) to find that school and the TELO's contact info).

Employer\*

First Name\*

Last Name\*

E-mail\*

Title or Position\*

Years of Employment\*

Employee Id

The Employee ID field is OPTIONAL

### Application Information

Select the institutions the student is interested in applying for FACHEX/TE

Please note: You can select up to twenty (20) institutions to receive your TE EZ-Application. Should you wish to update your school list, you can delete an institution and add another but are limited to a maximum of twenty active schools. If you delete a school, they will no longer consider your TE EZ-Application. Be sure to click *Update* to save. **If a school you are considering attending is grayed out or not listed, please contact the Tuition Exchange Liaison Officer (TELO) at the institution ([click here](#) to find that school and the contact info) as their deadline may have passed. Please do not contact Tuition Exchange.**

Student Classification\*

Applying To\*

I agree to allow the Export (employer) and Import (attending) school to share my Tuition Exchange information with the parent listed on my Tuition Exchange application.

# WHAT HAPPENS WHEN THE STUDENT SUBMITS THEIR TE EZ-APPLICATION?

- Once the TE EZ-Application is completed and submitted, it will be sent to Loyola Chicago's TE liaison for review and approval.
- Once EZ-Application is approved an email will automatically be generated to the selected schools.
- There are no additional steps you need to take with Loyola Chicago once the EZ-Application is submitted.

# SELECTION AND AVAILABILITY OF AWARDS

- These are highly competitive awards.
- The home institution determines eligibility requirements and determines the number of FACHEX/TEP awards it will grant to incoming students each year.
- There are no guarantees that your dependent will be selected to receive FACHEX or TEP.
- Award determinations are made at various times, but no later than April 1.
- The student and employee are notified via email and/or letter from the host school.
- Some institutions only accept first semester freshman students, while others may make awards to transfer or current students.

# OTHER IMPORTANT INFORMATION

- Some institutions require the completion of the FAFSA each year
- You are NOT required to accept or decline an offered FACHEX or TEP award until the May 1 deposit deadline.
- Your eligibility to receive the FACHEX/TEP benefit will be reviewed in the Spring of each year. If you remain eligible, Loyola will submit a recertification to the host school. You do not need to submit a new application.

# LOYOLA TUITION BENEFIT

- There is no application form if your dependent is interested in attending Loyola Chicago.
- FAFSA is required each year. If you are not eligible to file the FAFSA, please work with the Financial Aid office.
- The student must be listed as a dependent or LDA of the Faculty or Staff member in Lawson's Employee Self Service benefits portal.
- Visit the HR website for more information: [Tuition Benefit | Human Resources: Loyola University Chicago](#)

# COMMONLY ASKED QUESTIONS

# CAN YOU TELL ME HOW MANY STUDENTS ARE SELECTED FOR FACHEX/TE EACH YEAR?

The data to the right reflects current enrollment for the 2025-2026 academic year and the TOTAL number of Loyola dependents currently attending FACHEX/TEP institutions. These number vary year-to-year.

Augustana College - IL	1
Boston College - FACHEX Only	2
Boston University - MA	1
Bradley University - IL	3
College of the Holy Cross - FACHEX Only	1
Columbia College Chicago - IL	1
Creighton University - NE	5
DePaul University - IL	3
Drury University - MO	1
Embry-Riddle Aeronautical University - FL	1
Fairfield University - CT	2
Fordham University - NY	4
Gonzaga University - WA	2
Illinois Institute of Technology - IL	1
John Carroll University - OH	2
LeMoyne College - NY	2
Marquette University - WI	4
Rockhurst University - MO	1
Saint Louis University - MO	17
Santa Clara University - CA	2
School of the Art Institute of Chicago - IL	2
Seattle University - WA	1
Trinity University - TX	1
Tulane University - LA	1
University of Southern California - CA	3
Xavier University - OH	2

# **DOES MY STUDENT NEED TO APPLY AND/OR BE ACCEPTED BEFORE THEY CAN COMPLETE THE TE EZ-APPLICATION?**

- No! You will want your student to complete the TE EZ-Application as quickly as possible.
- They do not need to wait to apply for admissions to complete the EZ-Application.
- Even if they are unsure of where they may apply, they can still send the TE EZ-Application to a school they are considering. It does not hurt their application in anyway!

## **WHAT CRITERIA DOES AN INSTITUTION CONSIDER WHEN AWARDING FACHEX/TEP?**

Each institution establishes its own awarding criteria, but common practice includes a review of the student's high school GPA, test scores, class rank, number of AP or honors courses, and dual-credit.

## **ARE THESE AWARDS COMPETITIVE?**

Yes, very competitive. To put the application process in perspective, Loyola Chicago receives approximately 400 FACHEX/TEP applications each year and we award between 20-25 scholarships annually.

## **DO I NEED TO COMPLETE THE FAFSA?**

It depends! Review the FACHEX/TEP requirements posted on the host schools website to see what additional requirements are needed in order to be considered for FACHEX/TEP.

## **IS THERE A LIMIT ON HOW MANY INSTITUTIONS I CAN SELECT?**

TEP is restricted to twenty (20) selections.

## **HOW MUCH DOES THE FACHEX OR TEP AWARD COVER?**

It depends. In addition to determining eligibility, each school decides how much FACHEX or TEP will cover in terms of tuition and/or room and board.

## **WHAT HAPPENS IF I DO NOT RECEIVE A FACHEX/TEP AWARD OFFER?**

If you are notified that your student was not selected for FACHEX/TEP, you should reach out to the FACHEX/TEP liaison and ask if there is a waitlist. Some schools do this automatically, as long as you remain active and do not withdraw your admissions application. Others may wait for you to reach out and ask to be put on the waitlist.

# REMINDERS AND RECOMMENDATIONS

- Submit your application(s) by December 1.
- Reach out to the FACHEX/TEP liaison at the schools you are interested in applying for specific information regarding their process
- Please review the FACHEX/TEP website for additional information and policy updates:  
[FACHEX and Tuition Exchange | Financial Aid Office: Loyola University Chicago](#)

# WHO IS LOYOLA'S FACHEX/TEP LIAISON?

LUC's FACHEX and Tuition Exchange liaison officer is Tobyn Friar, Assistant Vice President.

All questions about these programs can be directed to his attention by emailing at [tfriar@luc.edu](mailto:tfriar@luc.edu).



*Preparing people to lead extraordinary lives*