



OFFICE OF  
HUMAN RESOURCES

## FACHEX and Tuition Exchange: Application Instructions

Seattle University participates in the FACHEX and Tuition Exchange tuition remission programs, available to undergraduate dependents children of Seattle University employees who have at least three years of full-time uninterrupted service with the University.

FACHEX is a tuition remission program involving the 26 Jesuit colleges and universities in the United States, excluding Georgetown.

Tuition Exchange is a similar program within a network of over 600 educational institutions nationwide.

If you are interested in having your child apply for an award at a participating institution, please follow the instructions below to complete the online FACHEX and Tuition Exchange application. The application will allow you to apply to both FACHEX and Tuition Exchange participating schools.

Submitting an Application for FACHEX and Tuition Exchange	
<b>Step 1</b>	Visit <a href="https://www.tuitionexchange.org/">https://www.tuitionexchange.org/</a>
<b>Step 2</b>	Click "Online Application" under the "Families" tab.
<b>Step 3</b>	Complete the "Student Information". You will need to provide the last 4 digits of your child's social security number, date of birth and a valid email address. Please also verify that the application year lists 2020-2021.
<b>Step 4</b>	Complete the "Employee Information". Under the "Current School Employer" select Seattle University as is the institution you work for.
<b>Step 5</b>	Complete the "Application Information" which includes selecting up to 10 schools your child is interested in attending. If your child wishes to apply to more than 10 schools, you can complete a second application and list the remaining schools.
<b>Step 6</b>	Press the "Submit Application" button.

Once the application is submitted, Human Resources will verify the application. The application will then be reviewed by each individual school.