

Dependent Canisius Tuition Waiver/Tuition Exchange & FACHEX

Definitions

- Child - include biological, legally adopted children, and stepchildren of Canisius employees.
- Dependent Child - must meet the Internal Revenue Service criteria of a dependent.

Canisius Dependent Tuition Waiver

Eligibility

- Regular, full-time employees may earn tuition waiver/exchange on undergraduate courses for their children through the semester in which the child turns 26, on the following schedule of full-time service: upon employment, 25% waiver; first anniversary, 50% waiver; second anniversary, 75% waiver; third anniversary, 100% waiver.
- Prior full-time employment in institutions of higher education will be counted toward fulfilling the required service factor.
- In order for the Canisius tuition waiver to be tax-free, children must meet the Internal Revenue Service criteria of a dependent; otherwise waiver must be treated as taxable income to the employee.
- Students must meet all academic and admission requirements and expect to, or already be enrolled, in a program of study leading to their first bachelor's degree.
- Tuition waiver recipients must complete the Free Application for Federal Student Aid (FAFSA).

Coverage

- Up to full-time tuition (18 credit hours) per semester.
- Waiver will supersede/replace academic scholarships awarded at the time of admission. Most state grants are considered a duplicate benefit and may reduce the waiver amount.

Application Process

- Complete the Canisius Tuition Waiver Beneficiary form located in the portal under Human Resources -> Tuition Waivers and Benefits.
- Select a beneficiary -> Canisius Tuition Waiver/Initial Certification

Tuition Exchange/Fachex Program

Canisius is a member of The Tuition Exchange, Inc. and FACHEX (Jesuit Colleges-except Georgetown), which allows dependents of our faculty and staff to apply for exchange to other member institutions. There are over 580 colleges and universities in The Tuition Exchange Program and 26 schools in FACHEX. Some schools participate in both programs.

Eligibility

- A minimum of three years of full-time employment is required.
- Students must meet all academic and admission requirements and expect to, or already be enrolled, in a program of study leading to their first bachelor's degree.
- Eligibility does not guarantee an award. Each individual institution determines their admission criteria, the number of scholarships offered, and the timeline for their process. Students should contact the Tuition Exchange Liaison Officer of prospective colleges for deadlines and criteria used in awarding these competitive scholarships. Please also verify the criteria to retain eligibility, such as a minimum GPA or maintaining Satisfactory Academic Progress.

Coverage

- The amount of the scholarship is determined by the tuition charged by each individual institution. Tuition Exchange Schools are required to offer a Set Rate (established each year by Tuition Exchange, Inc. - \$42,000 for 2024-25) or their full tuition if lower than the Set Rate. Student fees, course fees, books, course overloads, and room and board are not included.
- FACHEX schools are required to offer tuition (no matter the amount) and may also offer to cover fees, room & board, and/or other expenses. Please check with the individual schools.
- Exchange often supersedes academic scholarships awarded at the time of admission.
- A maximum of four years (8 semesters) of full-time undergraduate study. Summer sessions are excluded from this scholarship.

Application Process

- Complete the Canisius dependent child beneficiary form located in the portal under Human Resources -> Tuition Waiver and Benefits.
- Select a beneficiary -> Canisius Tuition Waiver/Initial Certification
- Complete the Tuition Exchange/Fachex EZ application

Once your application is submitted and approved by the home institution, the Canisius Liaison will certify the student's eligibility with the other schools. An email will be sent to students and parents when my certification is entered (no action is required on your part).

Your student will be notified of admission and/or a Tuition Exchange scholarship directly from the awarding institution. Many schools notify students shortly after admission and others wait until about April 1.

The student must accept or reject the offer within the guidelines and deadlines of that institution. We strongly encourage your student to contact every school he/she applied to as soon as he/she decides on a school, especially if your student is awarded a Tuition Exchange Scholarship at more than one school. Many schools are limited in the number of scholarships they are able to award and your notification to them could be very important to another student.

Some schools may have additional requirements including; early application and/or additional paperwork. Please check with each individual school before applying for admission. Please note that the Exchange Liaison may not be in the admissions office.

Canisius and St. Bonaventure University have an exchange agreement separate from Tuition Exchange and FACHEX Programs.

Recertification

- You will receive an email from the Canisius Human Resources Office each January asking you to complete the dependent recertification beneficiary form located in the portal under Human Resources -> Tuition Waivers and Benefits.
- Select a beneficiary -> Recertification

If exchange/Fachex, you will receive an e-mail from the Canisius TE liaison asking you to confirm the student's enrollment and anticipated graduation date. A response is necessary for recertification.

Canisius will recertify your dependent's eligibility with the host school each year. It is extremely important that you notify the Canisius Liaison of any change in your dependent's enrollment; including transferring to another school, leaves of absences, or not credit internships/co-ops. This will assure that your dependent has the correct number of eligible semesters.

Tuition Exchange/Fachex FAQ

1. What is Tuition Exchange/FACHEX?

Tuition Exchange is a member-based scholarship opportunity. Canisius is a member of [The Tuition Exchange, Inc.](#) and FACHEX (Jesuit Colleges-except Georgetown), which allows dependents of our faculty and staff to apply for exchange to other member institutions. There are over 580 colleges and universities in The Tuition Exchange Program and 26 schools in FACHEX. Some schools participate in both programs.

2. Who is eligible for a tuition exchange/FACHEX scholarship?

You are eligible to participate in the exchange programs if you have been at Canisius for a minimum of **three years of full-time employment**. Please verify eligibility with the Office of Human Resources. Students must meet all academic and admission requirements and expect to, or already be enrolled, in a program of study leading to their first bachelor's degree. Eligible dependents are sponsored for a maximum of four years (8 semesters) of full-time undergraduate study. Summer sessions are excluded from this scholarship.

Eligibility does not guarantee an award. Each individual institution determines their admission criteria, the number of scholarships offered, and the timeline for their process. Students should contact the Tuition Exchange Liaison Officer of prospective colleges for deadlines and criteria used in awarding these competitive scholarships. Please also verify the criteria to retain eligibility, such as a minimum GPA or maintaining Satisfactory Academic Progress.

3. When does the application cycle begin?

Every TE member school has their own calendar, including application deadlines. Dates are available in the search option. <https://telo.tuitionexchange.org/search.cfm?>

4. How does my student apply for Tuition Exchange/FACHEX scholarship consideration?

Tuition Exchange, Inc provides families with the ability to complete the TE application on-line.

Required information to complete the application:

Student full name

Student address

Student phone#

Student last 4 SSN#

Student e-mail

Application year

Student birthdate

Employee full name

Employee title

Employee years of employment

Employee e-mail

Employee category – faculty/non-faculty

Total number of academic years – 4 (unless transfer)

Total number of semesters – 8 (unless transfer)

Filing the FAFSA – yes/no/unknown

Entry class – freshman (unless transfer)

Link to the on-line application: <https://telo.tuitionexchange.org/apply.cfm>

5. My dependent applied for an early admission decision; when will we be notified of the TE decision?

The early admission process does not mean that the tuition exchange decision will be made sooner than the announcement dates. Most schools rank applicants academically to determine awards.

6. Tuition Exchange terminology

EXPORT – the home/employer school

IMPORT – where the student is seeking a TE scholarship

Export Approved - your employer has shared the TE scholarship application with the schools selected on the application

Export Denied – your employer did not approve the TE scholarship application

Export Waitlist – your employer is not able to approve your application at current time. This can be because the employee does not meet the eligibility requirements, or there are applications ahead of yours which is causing a situation of waiting.

Imports Approved – your dependent’s TE scholarship application is approved and if the student enrolls, she will be funded.

Import Denied – the student was not offered a TE scholarship at this school

Import Waitlist – the student may be offered a TE scholarship

7. What is the next step?

You will be notified of the next step by the TE liaison after your application is received and your EXPORT eligibility is determined. Please be aware this notification may be via email. Be sure to read all email and watch your spam box too for emails from noreply@tuitionexchange.org

8. Do I also need to apply for admission?

YES. All students must formally apply for admission to each college by the college's posted admission deadline.

9. Where do I find the TE Member Schools?

The TE Member Schools are listed on the TE website: <https://telo.tuitionexchange.org/schools.cfm>

10. Many families ask the question, "will my freshman Import be offered a TE scholarship?"

The EXPORT school is unable to provide any specific details for the upcoming TE award year; however, you are encouraged to ask questions of your Admission Counselors and review the variety of student consumer information available from each school your dependent is interested in attending. The most important action your student needs to do now, is apply and be admitted to the schools where she is seeking any type of financial aid funding.

11. Are transfer students eligible?

DEPENDS. Specific policies such as "freshmen only" are noted by individual schools on the TE website, although most schools consider students at all undergraduate class levels.

12. How many semesters does the TE scholarship cover?

TE awards are based on class levels with an eight-semester maximum for entering undergraduate freshmen. Sophomores would be awarded six semesters and juniors would be awarded four semesters to complete degrees OR graduation, whichever is first.

13. What is the value of the Tuition Exchange scholarship?

It is important to understand that no monetary funds are exchanged. The value of the TE scholarship is tuition OR Set-Rate (\$42,000 for 2024-2025), whichever is less. TE member schools can reduce the value of the TE scholarship by applying for federal or state grant dollars, other institutional grants and scholarships, and even outside scholarships. Be sure to visit the IMPORT schools where your student is considering enrolling for the best understanding and clarification.

14. What is Set-Rate?

Set-Rate is the weighted average of all current Tuition Exchange schools' tuition (\$42,000 for 2024-2025).

15. How much tuition is covered with the scholarship?

The TE website reflects the scholarship amounts at each school. You must review each school where your dependent seeking a TE scholarship as the amount of each scholarship can vary.

16. I missed the TE scholarship deadline, so what are my options?

Contact the TE Liaison Officer at that school.

17. Since I missed the application deadline can my dependent apply for the spring term?

Again, you need to visit with the TE Liaison Officer at that school.

18. My dependent applied last year and was not awarded tuition exchange. Can we apply again in the future?

YES. A new application is required for the next academic year.

19. Do I need to reapply every year if my dependent was awarded tuition exchange?

NO, not an application, but there is an annual recertification to verify that the employee still meets the eligibility requirements.

20. What happens to my dependent's tuition exchange if I leave the university?

When you notify the EXPORT employer of your decision to leave, your TE scholarship may expire at the end of the current enrollment period. For example, if you notify your EXPORT employer you are resigning July 1, your student's eligibility expires July 1. Likewise, if you notify your EXPORT employer you are resigning effective October 15, your student's eligibility expires December 31. Any further TE scholarship funding is cancelled.

21. My dependent has completed the TE application and applied for admission to the colleges; when will we be notified of the TE decision?

Notifications of admission must be determined before tuition exchange decisions are made. Each school provides their TE announcement date on the TE website.

22. If my dependent uses the TE program are they eligible to transfer if their original choice is not a good fit?

The TE scholarship is a scholarship, and the number of scholarships can be limited at each member school. Start with your EXPORT employer to confirm the student can modify her TE application to include the new school. If yes, ask the EXPORT school to modify the record. NOTE this may mean the family completes a new TE application listing the new IMPORT school only.

Remember TE scholarships are based on a variety of considerations including academic success at the former school and if the IMPORT school has scholarship dollars available. There is no guaranteed eligibility for Tuition Exchange at the new school.

23. Does the TE program cover graduate degrees?

No. Canisius does not participate in TE for graduate programs.

24. Is there a grade point average (GPA) requirement to continue in the program?

Each school sets its own guidelines for students. If there is a GPA requirement, the school will note it in the offer letter and the college catalogue.