



## SAINT LOUIS UNIVERSITY FACHEX APPLICATION PROCESS

This FACHEX Application must be submitted annually to the Office of Student Financial Services, no later than December 1, before the student's fall semester of enrollment at a participating FACHEX institution, in order to be considered for a FACHEX Program award. However, due to the limited number of FACHEX Program awards available each academic year, even filing a timely application does not guarantee a FACHEX award.

### **Application Process:**

1. The student must submit an application for admission to each FACHEX-participating institution of possible attendance. For a list of participating FACHEX Program schools, consult the Office of Student Financial Services web page at [www.slu.edu/services/fin\\_aid](http://www.slu.edu/services/fin_aid). Admission applications must be completed in accordance with each institution's admission requirements and procedures. Eligibility to participate in the FACHEX Program does not qualify a student for admission, nor does admission qualify a student for a FACHEX award.
2. The employee must complete the Saint Louis University FACHEX Program Application and submit it to Mr. Tim Hercules, the Saint Louis University FACHEX Program Coordinator, no later than December 1, before the student's fall semester of enrollment at a participating FACHEX institution. Upon certification of the employee's eligibility for the FACHEX Program, Mr. Hercules notifies the FACHEX Program coordinator at the institution(s) the student has listed for possible attendance of the student's eligibility to receive a FACHEX Program award.
3. The receipt of a FACHEX award depends on being certified as FACHEX eligible by Saint Louis University, being admitted to the FACHEX-participating institution, and being offered a FACHEX Program award. Each FACHEX institution determines its FACHEX policies and procedures. The FACHEX coordinator at the FACHEX institutions will notify the student that their application has been accepted or rejected for a FACHEX Program award.

### **To qualify to apply for a FACHEX Program award, the student:**

- A. must qualify as a child (eligible children are children born to the University employee and not adopted by another or children adopted by the University employee prior to the commencement of the academic year) of a current or former full-time Faculty or Staff member who, prior to the first day of classes for the term for which FACHEX benefits are sought, meets one of the following criteria:
  - he or she is a full-time Faculty or Staff member who has completed three years of continuous full-time service with Saint Louis University immediately prior to the first day of classes for which FACHEX benefits are sought; or
  - he or she is a former full-time Faculty or Staff member who was employed for more than seven consecutive years by Saint Louis University and he or she terminated employment with the University by reason of his or her death or by reason of retirement upon or after the attainment of age 60; and
- B. must not have been awarded a Bachelor's degree; and
- C. must have met the established requirements for admission to the participating FACHEX institution; and
- D. must, once admitted, continue to meet any existing requirements to maintain satisfactory academic progress at the participating FACHEX institution; and
- E. must not have reached his or her 25<sup>th</sup> birthday.

**NOTE:** Please contact Mr. Tim Hercules, Saint Louis University FACHEX Coordinator; at (314) 977-2347 should you have any questions.