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August 2023

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[Marquette University \(Milwaukee, WI\)](#)

**Outgoing Students (Children of MU employees)**

The Office of the Provost coordinates FACHEX certification for all Marquette employees, who must complete their [Request for Certification](#) and return it to the Office of the Provost before December 1<sup>st</sup> so that the certification of eligibility can be completed and entered into the Tuition Exchange database prior to the deadlines established by participating institutions.

**Incoming Students (Children of other Jesuit university employees)**

Incoming students are required to list their FACHEX eligible parent as being employed by a participating Jesuit university in the Parent Employer field on either Marquette's First Year Application or the Common Application (whichever the student is using), due by November 15<sup>th</sup> for Early Action or January 15<sup>th</sup> for Regular Decision. **Parents must also have their home institution certify their child as FACHEX eligible in the Tuition Exchange database.** Only the parent's home institution can enter this certification.

**Other:** Yao Andrew in the Office of the Provost directs the program's overall management at Marquette University and may be contacted via the information below with questions from outgoing students (Marquette dependents). For incoming students, any questions can be directed to Hannah Bendiksen (contact information below). Hannah is the person who will notify incoming students if they receive a FACHEX award at Marquette.

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