**DAEMEN COLLEGE**

Student Accounts

4380 Main Street, Amherst, NY 14226

**Phone:** 716-839-8213

 **Email:** student\_accounts@daemen.edu

**Office Hours:** 8:30AM – 4:30PM Monday – Friday

Lisa Rosati, Bursar: lrosati@daemen.edu

Melanie Zenicki, Assistant Bursar: mschmitt@daemen.edu

Dawn Schimweg, AR, Grants & Scholarships Admin: dschimwe@daemen.edu

**2020/2021 TUITION PRICING GUIDE:**

$1,500 per 3 credit hour class

**TUITION STATEMENTS (BILLS) ARE MAILED APPROXIMATELY**

**30 DAYS PRIOR TO THE START OF EACH TERM.**

**TUITION IS DUE 14 DAYS PRIOR TO THE START OF EACH TERM.**

**An email notification will be sent to**

**THE STUDENTS’ DAEMEN EMAIL with directions how to access**

**tuition statements online and make a payment.**

**Daemen College will take “pending financial aid”**

**(PELL, TAP and/or Student Loans) into consideration**

**for students who have completed their FAFSA and**

**received an Award Letter from the Financial Aid office.**

**FAFSAs must be complete and pending financial aid must be**

**determined prior to the tuition DUE DATE each term.**

**For questions regarding FAFSA and pending award funds**

**contact the Financial Aid office at: 716-839-8254**

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**STUDENTS SHOULD CHECK THEIR DAEMEN EMAIL**

**FREQUENTLY FOR IMPORTANT UPDATES**

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**To pay tuition:** Go to [**https://hub.daemen.edu**](https://hub.daemen.edu)

Payments can be made online by check **(no fee**) or with a Master Card,

VISA or Discover card (**2.5% fee applies**)

Checks or Money Orders can be mailed to:

Daemen College

Office of Student Accounts

4380 Main Street

Amherst, NY 14226

Accounts will not be considered “settled” until students

have signed the required Promissory Note.

**To sign the Promissory Note:** Go to [**https://hub.daemen.edu**](https://hub.daemen.edu)

**PAYMENT PLANS:** Payment plans are available for students

**2 Pay Plan: NO FEE**

**4 Pay Plan: $50.00 FEE**

**Students MUST CALL 716-839-8213 or EMAIL Student Accounts at**

 **student\_accounts@daemen.edu TO SET UP A PAYMENT PLAN**

**PARTIAL PAYMENTS ARE NOT ACCEPTIBLE UNLESS**

**A PAYMENT PLAN HAS BEEN SET UP BY THE**

**STUDENT ACCOUNTS OFFICE PRIOR TO THE TUITION DUE DATE.**

**LATE FEES:**

A $100.00 Late Fee will be added to accounts that are

14 days or more past due.

**TUITION LIABILITY DATES APPLY IF WITHDRAWING**

**FROM A COURSE OR THE PROGRAM**

 **Week One: Add/Drop Period / Zero Tuition Liability**

 **Week Two: 20% Liability / 80% Refund**

 **Week Three: 40% Liability / 60% Refund**

 **Week Four: 60% Liability / 40% Refund**

 **Week Five: 100% Liability / No Refund**

**REFUNDS:**

Credit balances (extra funds after all tuition and fees are paid) will be refunded, after the student has completed 60% of the term. For example, if a term is 16 weeks – refunds would be processed after completion of week 10. Students will be notified via Daemen email when refund checks are being mailed.

**BOOK VOUCHERS:**

Bookstore vouchers are available to students who have Title IV (financial aid), Institutional Aid, Scholarships and/or Certified Loans that exceed their institutional charges.

**Eligibility:**

* + Students must be registered and matriculated in the term that a book voucher is requested.
	+ Students must have completed and signed their Promissory Note.
	+ Students may *not* have an outstanding balance due.
	+ Students must have a pending credit balance on their account (extra funds) to be eligible for a book voucher.
* **Book vouchers will be available for use each term, as soon as bills are generated.**
* Book Vouchers are available on the Branch Campus Hub website @<https://hub.daemen.edu/> > Upload Forms > Student Accounts >Book Voucher

**EMPLOYER REIMBURSEMENT:**

* Forms will not be accepted unless completed in full by the Student and the Employer.
* Forms must be completed each academic year and are due prior to the due date.
* A signed Promissory Note is required prior to the start of each term. Log into [my.daemen.edu](https://my.daemen.edu/) to complete.
* Tuition that is not covered by Employer Reimbursement must be paid in full, by the due date prior to the start of each term.
* Employer Reimbursement Forms are available on the Daemen Campus website @ <https://hub.daemen.edu/> > Upload Forms > Student Accounts >Employer Reimbursement

**PLEASE USE YOUR DAEMEN EMAIL WHEN**

**CONTACTING THE STUDENT ACCOUNTS OFFICE**

**student\_accounts@daemen.edu**

**716-839-8213**

COPE: June 2020