

DAEMEN UNIVERSITY

4380 Main Street, Amherst, NY 14226

Office of Student Accounts

Phone: 716-839-8213 **Email:** student_accounts@daemen.edu

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

Robyn Kulczyk, Director of Student Accounts: rkulczyk@daemen.edu

Jamie Kolbert, Branch Campus Coordinator: jkolbert@daemen.edu

Dawn Schimweg, Assistant Director of Student Accounts: dschimwe@daemen.edu

Heather Morrison, Student Accounts Specialist: hmorriso@daemen.edu

TUITION PRICING GUIDE:

\$1,500 per 3 credit hour class

**TUITION STATEMENTS (BILLS) ARE EMAILED APPROXIMATELY
30 DAYS PRIOR TO THE START OF EACH TERM.**

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

PLEASE NOTE: The payment center has been updated and has a new look!

To view your statement, make a payment, set up your refund profile, and more, log into your Daemen account and click **Self Service > Student Finance > Continue to Account Info/Payment Center**. Upon signing in for the first time, four different notices will be brought to your attention. You will need to acknowledge these and sign the disclosures before being able to move on and view your billing information.

Daemen University 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.

FAFSA forms must be complete and pending financial aid must be determined **PRIOR** to the tuition due date each term.

For questions regarding the FAFSA and pending financial aid funds, contact the Financial Aid office at 716-839-8254.

STUDENTS SHOULD CHECK THEIR DAEMEN EMAIL FREQUENTLY FOR IMPORTANT UPDATES

To pay tuition: Go to <https://hub.daemen.edu> Self Service > Student Finance > Continue to Account Info/Payment Center > Make Payment.

Payments can be made online by check (**no fee**) or with a MasterCard, VISA, Discover, or American Express (**2.85% - 3.15% fee applies**)

Checks or money orders can be mailed to:
Daemen University
Attn: Office of Student Accounts
4380 Main Street
Amherst, NY 14226

Accounts will **not** be considered “settled” until students have signed the required Promissory Note each semester.

To sign the Promissory Note: Go to <https://hub.daemen.edu> Self Service > Student Finance > Continue to Account Info/Payment Center

PAYMENT PLANS:

The following payment plan options are available for students:

2 Month Payment Plan (Fee applies)

4 Month Payment Plan (Fee applies)

Payment plans can be set up online by going to <https://hub.daemen.edu> and signing in with your Daemen login information, then clicking Self Service > Student Finance > Continue to Account Info/Payment Center > Enroll in Payment Plan.

Students may contact the Student Accounts Office at 716-839-8213 or student_accounts@daemen.edu for assistance with setting up a payment plan.

PARTIAL PAYMENTS DO NOT RENDER AN ACCOUNT “SETTLED” UNLESS A PAYMENT PLAN HAS BEEN SET UP ONLINE 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

TUITION LIABILITY AND REFUNDS

Add / Drop Period: Zero Tuition Liability / 100% Refund
Week One after add/drop: 20% Liability / 80% Refund
Week Two after add/drop: 40% Liability / 60% Refund
Week Three after add/drop: 60% Liability / 40% Refund
Week Four after add/drop: 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 refunds are being issued.

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 Voucher forms are available at:
<https://www.daemen.edu/student-life/student-services/student-accounts/forms>

ALL ACCESS PASS BOOK RENTAL PROGRAM:

Daemen University has partnered with Barnes and Noble to provide books to our Students through the All Access Pass Program.

All Access Pass is a textbook rental program that lowers the cost of course materials and ensures students have their required course materials on the first day of class. The All Access Pass program allows the University's Bookstore partner, Barnes & Noble College, to purchase materials for all courses in bulk, significantly reducing prices to students.

Please contact the Student Accounts office for more information on pricing and availability.

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 <https://hub.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 website @ <https://hub.daemen.edu> > Upload Forms > Student Accounts > Employer Reimbursement

**PLEASE USE YOUR DAEMEN EMAIL WHEN
CONTACTING THE STUDENT ACCOUNTS OFFICE.**

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