

# 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

Lisa Rosati, Bursar: lrosati@daemen.edu

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

Dawn Schimweg, Assistant Bursar: dschimwe@daemen.edu

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## TUITION PRICING GUIDE:

\$1,500 per 3 credit hour class

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**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.**

An email notification will be sent to  
**THE STUDENT'S DAEMEN EMAIL** with directions on how to access  
tuition statements online and make a payment.

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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.

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>

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  
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>

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**PAYMENT PLANS:**

The following payment plan options are available for students:

**2 Pay Plan (Fee applies)**

**4 Pay Plan (Fee applies)**

Students **MUST CALL** 716-839-8213 or **EMAIL** Student Accounts at [student\\_accounts@daemen.edu](mailto:student_accounts@daemen.edu) to set up a payment plan.

**PARTIAL PAYMENTS ARE NOT ACCEPTABLE UNLESS  
A PAYMENT PLAN HAS BEEN SET UP BY THE  
STUDENT ACCOUNTS OFFICE PRIOR TO THE TUITION DUE DATE.**

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**LATE FEES:**

A \$100.00 Late Fee will be added to accounts that are 14 days or more past due.

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**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**

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**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.

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**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 <https://www.daemen.edu/student-life/student-services/all-access-pass-program>
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## **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.

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## **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 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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