

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

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TUITION PRICING GUIDE:

Childhood: \$1,392 per 3 credit hour class

Early Childhood: \$1,277 per 3 credit hour class

Rates may vary depending on start date

PLEASE REGULARLY CHECK YOUR DAEMEN EMAIL FOR MESSAGES REGARDING YOUR ACCOUNT.

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.

Tuition Statement:

- Your invoice from Daemen will include 2 cycles (1 semester). Tuition is due 14 days prior to the start of the semester.

Payment Options:

- Checks or money orders (made payable to Daemen University) can be mailed to the address above.
- Online payments using a checking account at www.hub.daemen.edu (**no fee**).
- Online payments using MasterCard, Visa, Discover, or American Express at www.hub.daemen.edu (**2.85% - 3.15% service fee**).

Payment Plan Options:

- 2 Month Payment Plan: (**NOTE:** Fee applies) – Payments spread over 2 months
- 4 Month Payment Plan: (**NOTE:** Fee applies) – Payments spread over 4 months

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 ARE REQUIRED TO PAY THEIR TUITION IN FULL BY THE DUE DATE - UNLESS A PAYMENT PLAN OR FINANCIAL AID IS SET UP TO COVER THE BALANCE.

Please contact FINANCIAL AID @ 716-839-8254 for more information regarding student loan options.

EIP Grants:

- If you are applying for an EIP grant through New York State, a credit will be applied toward your tuition when the funds are received. EIP funds will be identified as an Outside Scholarship on your statement.

Refunds:

- Credit balances will be refunded (unless the student's permission is given to hold for a future term) after the student has completed 60% of the term. For terms with 8 week cycles – 2 cycles are considered to be a term and refunds will be processed after the completion of week 10.

Promissory Notes:

- **All students** are required to fill out a Promissory Note (Acknowledgment of Tuition Payment Policies) each semester.
- Go to www.hub.daemen.edu to complete.

Late Fees:

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

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

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

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

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