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**Promissory Note - Acknowledgement of Tuition Payment Policies**

**ALL STUDENTS MUST COMPLETE & RETURN**

Daemen College views registration as the student’s official statement of intent to enroll. Once registered, the student is financially obligated for the payment of all applicable tuition and fees unless a Notice of Intent to withdraw form is filed in the Office of Academic Advisement located on the first floor of RIC, Room 108 - no later than the final drop/add date.

A student’s account will not be considered settled unless the balance has been paid in full or a payment plan has been arranged with the Office of Student Accounts and a Promissory Note has been signed. Accounts must be settled by the due date listed on the bill.

All financial obligations to Daemen College must be settled in full before any claim is made for a diploma, or transcripts. Any student with an outstanding balance will not be permitted to register for the following semester.

Students will be charged for collection agency fees and reasonable attorney’s fees incurred in enforcing collection of all outstanding amounts owed to Daemen College. According to the Telephone Consumer Protection Act (TCPA) by providing the telephone number below, I understand, agree and give consent that Daemen College or anyone working on their behalf may contact me at the number provided by manually dialing the number or by using automated dialing technology.

**I understand and agree to these terms**

**ID#** Click or tap here to enter text.

**Student’s Printed Name:** Click or tap here to enter text. **Term:** Click or tap here to enter text.

**Student’s Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Home Phone:** Click or tap here to enter text. **Cell Phone:** Click or tap here to enter text.

**Directions:** Download and fill out this document. Then, use the secure upload system to upload your filled-out document.

student\_accounts@daemen.edu ● [www.daemen.edu/offices/studentaccounts](http://www.daemen.edu/offices/studentaccounts) ● 4380 Main Street, Amherst, NY 14226 ● Phone: 716-839-8213 ● Fax: 716-839-8362