**DAEMEN COLLEGE**

**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**

**Melanie Zenicki, Assistant Bursar:  mschmitt@daemen.edu**

**Dawn Schimweg, A.R., Grants & Scholarships Admin:** **dschimwe@daemen.edu**

**2020/2021 TUITION PRICING GUIDE:**

$997 per credit hour - less 40% graduate tuition discount

**PLEASE CHECK YOUR DAEMEN EMAIL**

**FOR MESSAGES REGARDING YOUR ACCOUNT.**

**Tuition Statement:**

* Your invoice from Daemen will include 2 cycles - or one semester. Tuition is due 14 days prior to the start of each cycle.

**Payment Options:**

* Checks or Money Orders: (made payable to Daemen College) can be mailed to the address above.
* Online payments from checking account: @www.hub.daemen.edu (no fee).
* MasterCard, Visa, or Discover: online @ www.hub.daemen.edu (2.5% service fee).

**Payment Plan Options:**

* 2 Pay Plan:
	+ Payment due in full 14 days prior to start of each cycle – no fee.
* 4 Pay Plan: (**NOTE:** $50.00 fee applies)
	+ 1st Payment: ½ due 14 days prior to start of each eight-week cycle.
	+ 2nd Payment: ½ due 14 days into each eight-week cycle.

**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 STUDENT ACCOUNTS to set up a Payment Plan.**

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

**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
	+ Go towww.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.

**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

**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**

**Call Student Accounts at: 716-839-8213**

**Or email Student Accounts at: student\_accounts@daemen.edu**

**PLEASE USE YOUR DAEMEN EMAIL ACCOUNT WHEN**

**CONTACTING THE STUDENT ACCOUNTS OFFICE.**

**MSW: June 2020**