

# DAEMEN COLLEGE

4380 Main Street, Amherst, NY 14226

## Office of Financial Aid

**Phone:** 716-839-8254 / **Email:** [finaid@daemen.edu](mailto:finaid@daemen.edu)

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

Jeffrey Pagano, Director: [jpagano@daemen.edu](mailto:jpagano@daemen.edu)

Sandy Looker, Assistant Director: [slooker@daemen.edu](mailto:slooker@daemen.edu)

Scott Rowe, Assistant Director: [srowe@daemen.edu](mailto:srowe@daemen.edu)

Maggie Fage, Senior Counselor: [mfage@daemen.edu](mailto:mfage@daemen.edu)

**Please contact Student Accounts @ 716-839-8213 for billing information.**

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

### Financial Aid - Applying

- In order to apply for federal financial aid, you must file your FAFSA (Free Application for Federal Student Aid) at [fafsa.gov](http://fafsa.gov).
- The FAFSA requires an electronic signature, called the FSA ID. You can create one at [fsaid.ed.gov](http://fsaid.ed.gov). Keep this username and password in a safe place; you will need it to access all federal financial aid websites.
- The FAFSA form is for an academic year. You must file the correct FAFSA form each year to be eligible to receive federal aid for that specific academic year.
- The Daemen College Federal School Code is 002808.
- In order to apply for New York State TAP (Tuition Assistance Program), you must file your TAP application at [www.tap.hesc.ny.gov](http://www.tap.hesc.ny.gov).

### Financial Aid – Processing

- Once you submit your FAFSA, it will be received electronically by the Office of Financial Aid in 2-3 business days.
- The Office of Financial Aid will determine your aid eligibility and will notify you through mail with a Financial Aid Award Letter. ***You must be accepted to Daemen College before any aid can be awarded.***
- Once you receive your Financial Aid Award Letter you must either:
  - Sign and return one copy accepting your aid. You can return the signed award letter by: mail, fax 716/839-8378, email ([finaid@daemen.edu](mailto:finaid@daemen.edu)) or through our Financial Aid Secure Upload at [daemen.edu/finaidupload](http://daemen.edu/finaidupload).
  - Sign and return one copy declining some or all of your aid.
  - If you do nothing your aid will process at the amount awarded.
- **All students accepting Federal Stafford loans must complete Loan Entrance Counseling and a Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov)** (Hover over option “Complete Aid Process” at top of page and select (1) Complete Entrance Counseling and (2) Complete Master Promissory Note.
- Loans will not be disbursed to the College until both are on file with the Department of Education.

PLEASE USE YOUR DAEMEN EMAIL ACCOUNT WHEN CONTACTING THE FINANCIAL AID OFFICE.