

# DAEMEN UNIVERSITY

4380 Main Street, Amherst, NY 14226

Office of Student Accounts

**Phone:** 716-839-8213 **Email:** [student\\_accounts@daemen.edu](mailto:student_accounts@daemen.edu)

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

Lisa Rosati, Bursar: [Irosati@daemen.edu](mailto:Irosati@daemen.edu)

Jamie Kolbert, Branch Campus Coordinator: [jkolbert@daemen.edu](mailto:jkolbert@daemen.edu)

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## TUITION PRICING GUIDE:

\$1,056 per credit hour - less 40% graduate tuition discount

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

### Tuition Statement:

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

### 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](http://www.hub.daemen.edu) (no fee).
- Online payments using MasterCard, Visa, Discover, or American Express at [www.hub.daemen.edu](http://www.hub.daemen.edu) (2.85% - 3.15% service fee).

### Payment Plan Options:

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

**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) each semester.
- Go to [www.hub.daemen.edu](http://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.

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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 <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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