



DAEMEN COLLEGE

4380 Main Street
Amherst, New York 14226
(716) 839-8225

TUITION/ROOM DEPOSIT AGREEMENT

Name of Student: _____
(First) (Last)

Social Security #: _____

For: Fall _____ Spring _____ Status: Freshman _____ Transfer _____
Male _____ Female _____

Amount Due: Tuition Deposit _____ Room Deposit _____

THE TUITION DEPOSIT IS NON-REFUNDABLE. IF REQUESTED IN WRITING, THE ROOM DEPOSIT WILL BE REFUNDED UP TO MAY 1.

- ✓ The college views the tuition deposit as the student's official statement of intent to enroll in the semester indicated above. The deposit will be applied as a credit to the student's bill.
- ✓ The tuition deposit, NOT the acceptance, reserves the student a seat in a subsequent semester.
- ✓ The tuition deposit is due by May 1. However, the College reserves the right to close admission to specific programs prior to May 1 if enrollment maximums are met.

Please complete the following information, making sure it appears on all copies.

___ MasterCard
___ Visa

Card # _____ Expiration Date _____

Print Cardholders Name _____

Signature of Cardholder _____

or make checks payable and mail to: **Daemen College • Admissions Office • 4380 Main Street, Amherst, New York 14226**

Signature of Student

Date: _____ Signed: _____

Look on reverse side for refund policy.

White copy – Admissions

Yellow copy – Business Office

Pink copy – Housing

Gold copy – Student

TUITION REFUND POLICY

- ✓ Once registered, the student is financially obligated for the payment of all applicable tuition fees unless a *Notice of Intent to Withdraw form* is filed.
- ✓ The date of withdrawal will in every case be considered to be on or after the date on which a *Notice of Intent to Withdraw form* has been completed.
- ✓ Should a student fail to follow the withdrawal procedure outlined above, no refund will be made.
- ✓ Refunds of tuition only will be granted as follows:

Prior to 1st Day of Class	100%
Within the first two weeks	80%
Within the third week	60%
Within the fourth week	40%
Within the fifth week	20%
After the fifth week	No Refund

ALL FEES, INCLUDING THE TUITION DEPOSIT, ARE NON-REFUNDABLE.

ROOM AND BOARD REFUND POLICY

- ✓ The room deposit (\$100) will be refunded if requested in writing before May 1. Deposits submitted after May 1 will not be refunded. Room deposit refund requests should be sent to the Admissions Office.
- ✓ If a resident student withdraws from the college or moves out of the residence halls after the first day of classes, there will be no refund for room and board for that particular semester.
- ✓ If a student's enrollment is cancelled because of an error on the part of the college, full tuition and fees will be refunded.
- ✓ Refunds will be sent to the students within thirty days of filing a properly completed *Notice of Intent to Withdraw form*.